

Application for a leave of absence for _____ semester 20____/____
(also serves as application for re-registration)

Last name, First name _____

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Registration no.

Please note:

This application for leave of absence must generally be submitted to the Service Center for Academic Studies during the re-registration period (for winter semester: 1 June – 15 Aug., for summer semester: 15 Jan. – 15 Feb.) or, if you have already re-registered, **at the latest one day before the start of the lecture period**, together with suitable evidence. In cases no. 4-9, the application must be submitted immediately after the occurrence of the event, **but no later than the end of the lecture period**. Leave of absence for previous semesters is excluded. Furthermore, leaves of absence for reasons that occurred after the end of the lecture period are excluded. A leave of absence for a further semester requires a new application and the submission of new proof of the reason for the leave of absence. A leave of absence is usually approved for two semesters in a row.

Important information on payment of fees:

You are always required to pay the **70 euros** in administrative fees, the **75 euros** in semester fees and the **7 euros** for the student body (a total of **152 euros**) during the re-registration period in the case of a leave of absence.

Please note that if you have already re-registered for the semester, you can only receive a reimbursement for the solidarity contribution (initial fee for the Semester Ticket) of **28 euros** if you apply for a leave of absence before the beginning of the semester (1 April or 1 Oct.). Any tuition fees paid will be refunded if the application for leave of absence is submitted before the start of the lecture period.

I am applying for a leave of absence for the following reason:

1 Study at a university abroad

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Proof: For first leave of absence: letter of admission from the foreign university/language school.

In the case of a subsequent leave of absence: current certificate of study or proof of employment with the exact start and end of the stay abroad.

2 Occupation as a foreign language assistant or school assistant

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(This does not include the practical semester for student teachers!)

Proof: For first-time leave of absence: letter of admission from the foreign university/language school

3 Internship that is not a required element of study and examination regulations

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Proof: confirmation from your **faculty** (study coordinator/faculty assistant) that the internship contributes to your education and is not required; **signed internship agreement giving start and end dates**

4 Illness/Pregnancy

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Proof: Medical certificate stating that you are not able to attend the required courses due to your illness/pregnancy.

5 Care or support of close family members in accordance with §7 para.3 of the Nursing Time Act, death in the family

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Proof: short written statement with medical certificate; copy of death certificate

6 Childbirth, maternity leave, parental leave/care and upbringing of the child

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Leave of absence for this reason can only be applied for 6 weeks before the date of birth.

(§ 3 paragraph 1, Maternity Protection Law, § 15 paragraphs 1 to 3, Federal Law on Parental Allowance and Parental Leave)

Proof: copy of your maternity record, copy of the birth certificate(s); if the child/one of the children is over 3 years old: written declaration that no parental leave has been taken in the last 24 months, between the child's 3rd and 8th year of life, and that this has not been shared with the partner/husband/wife, as well as that you live in a household with the child, or look after and bring up the child yourself.

7 Performing voluntary service

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Proof: Certificate of the duration of a youth/federal voluntary service, development service or voluntary military service.

8 Serving a prison sentence

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9 Doctorate in the state examination programme in human medicine or dentistry

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Proof: Acceptance as doctoral candidate

Change of address (e.g., parents' address)

Street/house no.: _____

Address supplement: _____
(c/o, room no.)

Postal code/city: _____

If the address is in a foreign country,
please indicate the international vehicle registration code: _____
(e.g., CH for Switzerland)

Telephone number: _____ / _____

E-Mail address: _____

Important information!

1. The data on your leave of absence will be collected, stored, processed, and – provided that the necessary legal preconditions have been fulfilled – passed on (§ 12 of the State Higher Education Law, § 9 of the State Data Protection Law of Baden-Württemberg, Regulations of the Ministry of Science and Research on Collecting and Processing the Personal Data of Applicants for Study, Students, and Examination Candidates for University Administrative Purposes from 28 Aug. 1992 (GBL. 1992, page 667)).
2. The leave of absence always covers the entire semester, even if it was applied for after the start of the semester. It is not possible to receive a leave of absence for part of a semester.
3. Pursuant to § 61 paragraph 2 of the State Higher Education Law, students on leave cannot participate in student government. They are not permitted to take courses or use university facilities (except for information centers, as described in § 28 of the State Higher Education Law). However, they are permitted to take examinations that are not part of a course. **Caution:** Students on leave are not permitted to take final examinations or submit final theses. This does not affect students who are on leave for reasons of maternity/parental leave or because they are caring for a close relative in need of care. They can attend courses without restriction, complete coursework and examinations and use the university facilities.
4. A leave of absence may have consequences for the payment of BAföG, children's or orphan's allowances, etc. You have a legal obligation to inform all relevant authorities of your leave of absence of your own accord – particularly if you received the leave after you registered for the semester.
5. In degree programmes in which an admission number or an admission limit has been set for the semester in question, a leave of absence for first-time and newly enrolled students is only permitted in cases no. 4 to 8.

I confirm that the data I have provided is correct.

Location, Date _____

Signature _____