

Application for Leave of Absence

(in accordance with § 61 LHG)

for the summer semester 20_____

for the winter semester 20____/____

Student number (*Matrikelnummer*)

Nationality

Last name, first name

- Study abroad**
Please enclose a letter of admission or certificate of enrolment from the foreign institution.
(Exact details pertaining to your stay abroad – must cover at least 8 weeks of the lecture period)
- Foreign Language Assistant or School Assistant abroad – no *Praxissemester!***
Enclose proof from the host school (must cover at least 8 weeks of the lecture period).
- Work related to field of study**
Internship contract / work contract stating that you are working / will work full-time **within at least 8 weeks of the lecture period.**
- Medical condition**
Attach doctor's note stating that you are not capable of studying in the given semester and that you will be unable to attend classes **within at least 8 weeks of the lecture period.**
- Army / civil service**
Enclose proof about the period of time of service (**Draft Notice**).
- Obligation to care for family member (with permission of state laws) including spouse, relative in a direct line or first-degree relative by marriage)**
Attach doctor's note stating the period of time of care required, the level of care necessary (*Pflegestufe*) and your appointment as carer (*Bestellung als Pflegeperson*).
- Maternity leave / time required for raising a child**
Attach doctor's note **with estimated due date;**
if you are raising a child: **copy of the birth certificate.**
- Miscellaneous reasons (due to circumstances beyond your control)**
Explain reasons on a separate sheet. Please present supporting documents.

Please remember to provide us with your current mail address.

I ensure that I have not taken / will not take any exams (including parts of exams) during the semester for which I am applying for a leave of absence.

Place, date

Signature

Bearbeitungsvermerke

Geprüft und vollzogen – Datum, Handzeichen

Information on Leave of Absence

If the reasoning for the leave of absence is in line with University Law (*Landeshochschulgesetz*) § 61 in combination with § 21 of the Administration and Matriculation Ordinances (*Zulassungs- und Immatrikulationsordnung - ZImmO*), an application for leave of absence can be approved.

The social fee (*Studentenwerksbeitrag*) and the administrative fee (*Verwaltungskostenbeitrag*) must also be paid by students on academic leave.

An academic leave of absence will be designated on the semester sheet (*Stammdatenblatt*) as semester on leave (*Urlaubssemester*), also in case of study periods abroad; they will be counted as *Hochschulsemester* (semesters spent at a higher-education institution) but not as subject-related semester (*Fachsemester*). During the semester on leave, you are still a student of Heidelberg University. However, you are not permitted to participate at the university; your right to vote actively or passively is temporarily revoked. You are not permitted to attend university classes and/or lectures or to use university facilities except for the libraries. Exams **cannot** be taken during a leave of absence; neither is it possible to acquire any form of certificate recording one's performance or accomplishments (so-called *Leistungsnachweis*).

Sole exception: Leave of absence on grounds of maternity leave / time required for raising a child.

Newly-registered students cannot apply for a leave of absence unless there are unforeseen reasons or if you are drafted (army or civil service; cf. § 21 Abs. 5 *ZImmO*).

We recommend that you speak to the *BAföG-Amt*, the *Kindergeldkasse*, your health insurance agency and/or your examinations office before applying for a leave of absence.

Deadlines:

Please apply for your leave of absence during the re-registration period (for the summer semester: January 15th - February 15th / for the winter semester: June 15th - July 15th) by paying the fees (social fee [*Studentenwerksbeitrag*] and administrative fee [*Verwaltungskostenbeitrag*]) and by handing in the application form with all necessary supporting documents.

Once you have re-registered, you can apply for a leave of absence until the start of lectures.

If the reason for a leave of absence presents itself after the deadline, you must notify the student administration office immediately. If you have already taken exams during the semester in question, your application cannot be approved.

After a given semester is over, you cannot apply for a leave of absence for this semester; neither can you apply for a leave of absence if the reason presents itself after the lecture period has ended (cf. § 21 Abs. 4 *ZImmO*).

Semester sheet (*Stammdatenblatt*) / Immatriculation certificates:

Any semester sheet or immatriculation certificate you have printed out before the granting of the leave of absence will no longer be valid. After your application for a leave of absence has been approved, you must print out a new semester sheet and/or immatriculation certificate which identifies that you are on leave. You can print out the documents online at lsf.uni-heidelberg.de.