



Information sheet – leave of absence

A leave of absence is a special form of re-registration and does not release the student from paying semester fees.

A leave of absence can be applied for if the studies are interrupted for important reasons.

Please submit the application with all necessary documents by the end of the re-registration period. You are also welcome to send us your documents scanned (attachments in pdf format) by e-mail.

During a leave of absence

... you still have student status.

... you will receive the semester ticket (reimbursement by the AStA is possible).

... you are not allowed to complete any course work and/or examinations.

This regulation does not apply in case of a leave of absence due to "raising children" or "nursing and care".

... you must pay the semester fees.

In the case of a leave of absence due to "illness", "pregnancy", "performance of a service" (federal voluntary service, voluntary social year or similar) or a "study abroad", you are exempt from paying the social contribution (currently 89,00€).

A leave of absence

... must be applied for within the re-registration period. (Exceptions are permissible if the requirements for the leave of absence do not occur until a later date).

... is usually granted for the duration of one semester, a leave of absence for raising children can be applied for directly for two semesters.

... can only be granted if the reason for the leave of absence exists for at least three months.

... for the 1st semester is not permitted.

... may have an effect on the payment of BAföG or child benefits. Please obtain information at the responsible offices.

Please note that

... semesters of leave do not get added to the duration of studies (number of semesters).

... for each reason for leave of absence a maximum of six semesters are granted. For this purpose, semesters of leave, that have already been granted at other universities, will be counted as well.

... leaves of absence for completed semesters are excluded.

Reasons for a leave of absence

Please note that a leave of absence is **not** possible for students who are studying their 1st semester!

A leave of absence is possible for the following reasons, which must be appropriately documented:



Performance of a service

Service is defined as a federal voluntary service, a voluntary social or ecological year, a European voluntary service of at least six months duration or a service of at least two years as a development aid worker, a military service or service with the Federal Border Guard up to a duration of three years, a civilian service as well as services abroad according to § 14b Civilian Service Act (Zivildienstgesetz-ZDG).

For a leave of absence for this reason, please submit a certificate of service together with the application for leave of absence.

Students on leave of absence for this reason are not entitled to complete study or examination requirements according to § 64 para. 2 no. 2 of the University Law (Hochschulgesetz) NRW or to acquire credit points or take examinations.

Illness which prevents the possibility of studies

There must be an illness over a longer period of time (at least three months in the semester of leave of absence), which restricts the ability to study to such an extent that proper study is not possible.

For a leave of absence for this reason, please submit together with the application for a leave of absence a medical certificate from a specialist, from which statements can be made regarding

- severity and period of the illness as well as
- the time period of the inability to study

Students on leave of absence for this reason are not entitled to complete study or examination requirements according to § 64 para. 2 no. 2 of the University Law (Hochschulgesetz NRW) or to acquire credit points or take examinations.

Internship or taking on a practical activity beneficial to your studies

For a leave of absence for this reason, please submit together with the application for leave of absence a certificate from the responsible faculty stating that in the semester for which the leave of absence is applied for, an internship of at least three months is completed and that a leave of absence for the entire semester based on the internship is advocated. Furthermore, the faculty must confirm that the internship or the practical activity serves the study objective.

A leave of absence is only possible if the internship is not already included in the examination regulations.

Students on leave of absence for this reason are not entitled to fulfill study or examination requirements according to § 64 para. 2 no. 2 of the University Law (Hochschulgesetz NRW) or to acquire credit points or take examinations.

Stay / Study abroad - due to studies at a foreign university, language school or other study-promoting stay abroad

For a leave of absence for this reason, please submit a certificate from the relevant faculty together with the application for a leave of absence stating that a semester of leave due to a stay abroad or study abroad lasting more than three months is endorsed.

Students on leave of absence for this reason are not entitled to complete course or examination work or to acquire credits or take examinations in accordance with § 64 Para. 2 No. 2 of the University Law (Hochschulgesetz NRW).

Absence on behalf of the university – due to absence from the university in the interest of the university or due to cooperation in a research project

For a leave of absence for this reason, please submit a certificate from the relevant faculty together with the application for leave of absence stating that the absence from the university site is in the interest or on behalf of the university or that the absence is necessary due to cooperation in a research project.

Students on leave of absence for this reason are not entitled to fulfill study or examination requirements according to § 64 para. 2 no. 2 of the University Law (Hochschulgesetz NRW) or to acquire credit points or take examinations.



Pregnancy

For a leave of absence for this reason, please submit your maternal health passport or a specialist's certificate of the expected date of birth together with the application for leave of absence. Students on leave of absence for this reason are not entitled to fulfill study or examination requirements according to § 64 para. 2 no. 2 of the University Law (Hochschulgesetz NRW) or to acquire credit points or take examinations.

Parenting - due to raising your own children up to the age of three

For a leave of absence for this reason, please submit a copy of the birth certificate with the application for a leave of absence.

Nursing care or providing for relatives

Leave of absence due to care and support of the spouse, the registered partner or a first-degree relative in a direct line, if this person is in need of care or support. For a leave of absence for this reason, please submit a written statement and care classification certificate of the relative to be cared for or provided for or a detailed medical certificate together with the application for leave of absence.

Founding of a company within the meaning of Section 48 (5) sentence 2 HG

For a leave of absence for this reason, please submit proof of the establishment of an enterprise from the competent authority together with the application for leave of absence. As of the second year after the foundation, a tax assessment notice from the responsible tax office must be submitted.

Students on leave of absence for this reason are not entitled to perform academic or examination work, to acquire participation requirements according to § 64 para. 2 no. 2 of the University Law (Hochschulgesetz NRW) or credit points, or to take examinations.

Other reasons – due to important reasons which are personal to the student

For a leave of absence for this reason, please submit a written justification together with the application for leave of absence, as well as suitable evidence showing that the reason for the leave of absence is in the person of the student. A leave of absence to take up a paid employment is not possible.

Students on leave of absence for this reason are not entitled to fulfill study or examination requirements according to § 64 para. 2 no. 2 of the University Law (Hochschulgesetz NRW) or to acquire credit points or take examinations.