

Application for a Leave of Absence

(in accordance with § 61 of the Act on Higher
Education of the Land of Baden-Württemberg
- Landeshochschulgesetz - LHG)

DEZERNAT
STUDIUM UND LEHRE

Student Administration



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

for the summer semester 20____ or winter semester 20____ / _____

- applications can be made for one semester only -

Student number

Nationality

Surname, first name

Please read the information provided on the reverse
of this form!

Period spent abroad (excludes practical semester in a school!)

Proof: certificate of admission or certificate of enrolment from the non-German university or confirmation of the period spent abroad provided in English or German.

(Further detail on the duration of the period spent abroad - a minimum of 8 weeks during the lecture period)

Internship/work placement

Proof: Intern or employment contract bearing the official company stamp (no certificates!), and indicating that you are **working on a full-time basis for at least 8 weeks during the lecture period.**

Illness

Proof: a medical certificate from a qualified physician confirming that you are **not fit to study or are ill** during the above given semester or that you **cannot attend any courses for a period of at least 8 weeks during the lecture period.** The original version of the medical certificate must be provided.

Voluntary work/voluntary service

Proof: Certificate of service including an indication of the duration of your work.

Care ("in need of care" in the sense determined by the Federal Law on Social Assistance - Bundessozialhilfegesetz, BSHG) Of a spouse or a direct relation or a first degree relative by marriage.

Proof: Certificate from the responsible doctor, certificate indicating the level of care required by the cared-for person, as well as proof of your appointment as a carer with care responsibilities.

Maternity leave / periods of childcare equivalent to parental leave

Proof: Maternity leave: certificate from a qualified physician indicating your **expected due date** and the start of the period of maternity leave; Care of your own child: **copy of the child's birth certificate.**

Other acceptable grounds for leave (for which you are not responsible)

An explanation of acceptable grounds must be provided on a separate sheet and be accompanied by relevant proof/certificates.

Is your semester-time address still correct? Please provide your current semester-time address here:

(please do not provide an address outside of Germany!)

.....

I hereby confirm that I did not sit any examinations or examination components (including continuous examinations taken during courses) during the semester for which I am applying for a leave of absence.

Date

Signature

Processing note

reviewed and enacted - date, initials

Information on Leave of Absence

A leave of absence can be granted only when there are grounds in accordance with § 61 of the Act on Higher Education of the Land of Baden-Württemberg (Landeshochschulgesetz - LHG) in combination with § 25 of the Admission and Enrolment Regulations (Zulassungs- und Immatrikulationsordnung).

The semester fee (= contribution to the Student Services Organisation (Studierendenwerk), the administrative fee, the contribution to the constituted student body, and the contribution to the semester ticket for public transport) is also payable during a leave of absence.

A leave of absence will be indicated as such in the student's records. This is also the case where students spend a period abroad. A leave of absence thus counts as a semester spent at a university, but not as an academic semester.

A leave of absence is allowed for the first semester in exceptional cases only (§ 25, paragraph 4) and when failure to grant the leave of absence would result in exceptional and unreasonable hardship.

Please note:

- You shall remain a full student of Heidelberg University throughout the leave of absence.
- You may not however, participate in the governance of the University; your passive and active voting rights are suspended.
- In addition, you are not permitted to attend lectures and courses or use university facilities during the leave of absence. You may use the University Library only.
- You may **not** sit examinations during the leave of absence nor gain credits.

Exemptions: If you have taken leave of absence for maternity or parental leave, or to care for a close relative, you are entitled to attend lectures and courses, to complete course and examination components, and to use the University's facilities.

We strongly advise that you consult with the Bafög office (national student grant office), child benefit provider, medical insurance provider, or the examination office before applying for a leave of absence.

Deadlines:

The application for a leave of absence must be made **between completion of re-registration (payment of the semester fee) and the beginning of the lecture period**. All required proof must be provided along with the application.

Should acceptable grounds for an application for leave of absence arise at a later date, the application must be submitted **immediately** (upon onset of the grounds for the leave of absence). A retrospective application for leave of absence cannot be made if you have already sat an examination or an examination component during the relevant semester. This also includes continuous examinations taken as part of a course.

A leave of absence cannot be granted for a past semester; where grounds have arisen after the lecture period has finished; nor where an application for the leave of absence has been submitted after the lecture period has finished (§ 25, paragraph 3, Admission and Enrolment Regulations [ZImmO]).

Core data sheet / certificate of enrolment:

If you have already printed out a core data sheet and/or enrolment certificate following re-registration and then submit an application for a leave of absence, the previously printed version of the core data sheet and certificate of enrolment will become invalid. You will be permitted to use only the new versions of those certificates, which include a note on the leave of absence. The new core data sheet and certificate of enrolment will be available to print via lsf.uni-heidelberg.de after your application for a leave of absence has been processed.