

NOTES ON LEAVE OF ABSENCE

What reasons are there for a leave of absence and which supporting documents do you need to provide?

| Reason for leave of absence | Possible circumstances | Supporting documents required | Semester fees |
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| Study at a foreign university | Exchange semester at a partner university, free mover (visiting student) | <ul style="list-style-type: none"> - Written confirmation from the International Office or - Proof of acceptance by a foreign university - Confirmation of enrolment at the foreign university | € 237.33 |
| Other stay abroad that is a prerequisite for completion of your course | For example, au pair, language school, work and travel (It is not permitted for the stay abroad to count towards academic performance, to be assessed or to be a prerequisite for participation under the terms of § 64 Para. 2 no. 2 of the Higher Education Act, nor may any credit points be obtained. | <ul style="list-style-type: none"> - Appropriate evidence of the stay abroad (e.g. au pair contract, letter of acceptance from the language school, internship contract, confirmation of internship from the company or confirmation of a scholarship from the Pädagogische Austauschdienst (Pedagogic Exchange Service) and a - Letter from the faculty, confirming that the stay abroad is a prerequisite for completion of your course | € 318.76 |
| Voluntary internship in Germany that is a prerequisite for completion of your course | It is not permitted for the internship to count towards academic performance, to be assessed or to be a prerequisite for participation under the terms of § 64 Para. 2 no. 2 of the Higher Education Act, nor may any credit points be obtained. | <ul style="list-style-type: none"> - Internship contract or letter of confirmation from the company and a - Letter from the faculty, confirming that the internship is a prerequisite for completion of your course | € 318.76 |
| Absence from the university in the interests of the university or in order to participate in a research project | | Appropriate evidence | € 318.76 |
| Service | Voluntary military service, recognised service with the federal volunteer service, a recognised year of voluntary social or ecological service or recognised comparable service. | Letter from the agency | € 237.33 |
| Sickness | Attending courses and producing the expected academic performance not possible due to ill health | Doctor's certificate confirming that the ability to study is not present or is so substantially impaired that normal study is not possible (current letter including the date, signature and doctor's stamp) during the semester | € 237.33 |
| Pregnancy | | Maternal health record (Mutterpass) | € 237.33 |

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| Parental leave | Care and upbringing of your own children, your spouse or registered partner's children who belong to your household or foster children until they reach school age | Child's birth certificate | € 318.76 |
| Nursing care or caregiving for relatives | Nursing care or caregiving for spouses, registered partners or relatives by lineal descent or first-degree relatives by marriage, if they are in need of care | - Written statement about the type of relationship that exists and - Appropriate supporting documents such as a doctor's certificate or care assessment | € 318.76 |
| Starting a business | | - Appropriate evidence, e.g. business plan, funding in the form of a start-up grant etc. | € 318.76 |
| Other important reasons | Important reason that renders continuation of studies impossible | - Written explanation and - Appropriate evidence | € 318.76 |