Application for Leave of Absence

Last name, first name: _____   **Requesting leave for**

Registration number: _____   Winter semester: _____

Degree program: _____   Summer semester: _____

Semesters completed: _____

I can be reached at the following address during my leave of absence:

_____

_____

1. Reason for the leave of absence:

Please mark the reason for your leave. You can provide further details on a separate sheet. Please attach any necessary documentation (medical certificate, birth certificate, proof of care level, etc.).

1	Illness*	Attach a relevant medical certificate
3	Internship*	Attach your internship contract
4	Study abroad*	I will be enrolled abroad at the following university during my leave of absence:
7	Pregnancy*	Attach your maternity record
7	Parental leave*	Attach your child's birth certificate (maximum 36 months. Please note that you can split parental leave with the other parent until your child turns eight years old)
7	Childcare provider (after parental leave)	Attach proof that additional leave for childcare is warranted
7	Caregiver for a close relative*	Attach proof of care level (If you would like to take leave for more than one semester, you will still need to submit an application each semester along with any necessary documentation)
7	In need of care assistance/ Medical reasons due to a chronic illness or disability*	Attach proof of care level/ a relevant medical certificate (Please review our information on reasonable accommodation: tha.de→prüfungssekretariat→handreichungen→merkblatt_nachteilsausgleich)
9	Other reasons*	Attach any relevant documentation

Please contact the appropriate offices to clarify whether you will still be eligible for child benefit payments or other funds as stated in the Federal Education and Training Assistance Act.

2. Important Information:

1. During your leave of absence you still need to observe re-registration deadlines for the upcoming semester. Students on leave must properly register on time every semester to continue their studies.
2. Applications for leave of absence must be submitted by the re-registration deadline. If you need to apply for leave retroactively, please consult with the responsible administrative unit.
3. As a rule, no leave of absence should last more than two semesters. (Exception: Parental leave, childcare, caring for a relative, in need of care assistance)
4. While on leave, students may NOT acquire course credits or take examinations. **Students are only permitted to re-take examinations that they failed previously.**
5. These rules do NOT apply to pregnant students, students on parental leave, students who care for close relatives and students who are themselves in need of care assistance or who have requested leave due to a worsened chronic illness/disability.
6. The deadlines for repeating examinations remain unchanged during a leave of absence. Applying for leave automatically includes a request to extend the deadlines for taking examinations.
7. The following deadlines will be extended by the same period as the duration of the leave of absence:
   - Deadlines for preliminary examinations to be taken in the 2nd semester; cf. § 7 para. 2 APO together with the study and examination regulations for the individual courses of study
   - Deadlines for complying with the specific duration of the degree program; cf. § 13 para. 3 APO

_____

Place, date, signature

3. Recommendation of the Office of Academic Affairs, the Examinations Office and University Family Services:

Office of Academic Affairs:	Examinations Office:
University Family Services (for retroactive applications):	Counsel for students who act as caregivers/reasonable accommodation (for retroactive applications):

4. Approval of application for leave and extension of examination deadlines:

Faculty of _____

4.1. Leave of absence approved: Yes ☐   No ☐

_____
Date, dean's signature

4.2. Extension of examination deadlines approved: Yes ☐   No ☐

_____
Date, signature of examinations committee chair