

## Admissions Office

# Application for leave of absence incl. exemption from semester fees

### Applicant

Name	First name
Matriculation number	
Degree program	

### For the coming

Winter semester – application deadline 31.07.	Summer semester – application deadline 28.02.
---	---

## Reason for leave of absence

- Completion of compulsory service, voluntary service  
 The officially certified certificate of service is attached.
- Completion of a mandatory/beneficial **semester abroad** and/or **practical semester** of at least three months – which at least affects the period of lectures of the university – required for the degree program.  
 Proof of the type and duration of the semester abroad and/or the duration of the practical semester as well as confirmation of the responsible department about the obligation or benefits are attached.
- Completion of an **internship** of at least three months – taking up at least half of the semester – which is required for the degree program.  
 Proof of the type and duration of the internship as well as confirmation from the responsible department about the obligation or benefits are attached.
- Activity as an elected representative of the student group in the **academic or student self-administration**.  
 Proof from the committee office/Department 4-Academic Affairs or the AStA is attached.
- Own **illness**  
 The medical certificate about the time extension of the health restriction is attached.
- Care** of a close relative  
 Proof of the health insurance company (care allowance payment office) is attached.
- Pregnancy**  
 Proof of pregnancy (copy of the pregnancy record) is attached.
- Maternity leave**  
 Proof of existing maternity leave (copy of birth certificate) is attached.
- Care of a child  
 Proof of care for a child (copy of birth certificate) is attached.
- Other reasons  
 Proof of the existence of other reasons is attached.



## Admissions Office

### Extract from the enrollment regulations (AMBI. no. 01/2023 of 09.02.2023, p. 3)

#### § 8 Leave of absence

- (1) <sup>1</sup>A student is to be granted leave of absence upon his or her written application for the duration of the completion of a compulsory service within the meaning of § 34 HRG. <sup>2</sup>An officially certified copy of the notice of the compulsory service must be attached to the application.
- (2) <sup>1</sup>A student may be granted leave of absence for important reasons until the end of the re-registration period, in exceptional cases also within two months after the beginning of the semester, upon his or her written request. <sup>2</sup>The important reason must be proven. <sup>3</sup>A leave of absence is only permissible for full semesters and generally only for a maximum of two consecutive semesters. <sup>4</sup>Students may be granted leave of absence for no more than four semesters during the duration of their studies in a degree program. <sup>5</sup>For each semester abroad, a leave of absence for a maximum of one semester at Osnabrück University is considered.
- (3) Important reasons within the meaning of para. 2 are in particular:
  1. Own illness or care of a close relative,
  2. Study abroad, which is necessary or beneficial for the studies, has a minimum duration of three months and affects the period of lectures of Osnabrück University;
  3. Activities as an elected representative in the academic or self-administration,
  4. Pregnancy, maternity leave or care of a child during periods in which the employee would be entitled to parental leave,
  5. Completion of an internship which is necessary or beneficial for the studies and which takes up at least half of the semester.
- (4) Leave of absence is not permitted for
  1. the first semester of study, with the exception of study abroad in a consecutive Master's program, if the written consent of the responsible department has been obtained,
  2. for previous semesters.
- (5) <sup>1</sup>During the leave of absence, the student shall retain his or her rights as a member; however, he or she shall not be entitled to attend courses, to perform academic and examination work or to make use of the university's support services during this period.  
<sup>2</sup>Exceptions to this are governed by the „Ordnung zur Durchführung von Prüfungen für beurlaubte Studierende“.
- (6) <sup>1</sup>Leave of absence semesters shall not be counted as semesters of study. <sup>2</sup>Semesters spent abroad may be counted as semesters of study.