



Admissions Office

Application

for leave of absence incl. exemption from the semester fee

Applicant

Last Name	First Name
Student Number	
Degree Course	

Application for leave of absence incl. exemption from the semester fee

Winter Semester – Deadline: 31 July	Summer Semester – Deadline: 28 February
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Reason for leave of absence

1. Completion of compulsory service, voluntary service
 - The certificate of service is attached.
2. Completion of a **mandatory/beneficial semester** abroad and/or internship of at least three months – at least close to the lecture period of the university - required for the degree program
 - Proof of the type and duration of the stay abroad and/or the duration of the internship semester as well as confirmation of this obligation or eligibility for funding from the responsible departmental office are attached.
3. Completion of a **mandatory/beneficial internship** of at least three months – taking up at least half of the semester – required for the degree program.
 - Proof of the type and duration of the internship and confirmation of this obligation or eligibility for funding from the responsible departmental office are attached.
4. Activity as an elected **representative of the student group in academic or student self-administration**
 - Proof from the Committee Office/Department 4-Academic Affairs or the AStA is attached.
5. Own **illness** that extends the study period
 - The medical certificate on the temporal extension of the health restriction is attached.
6. **Care** for a close relative
 - Proof of the need for care and the family relationship in accordance with Section 7 (3) of the Caregiver Leave Act (PflegeZG) as well as proof from the care insurance fund/family doctor of care services provided for at least 10 hours/week is attached.
7. **Pregnancy**
 - The proof of pregnancy (copy of mother's passport or proof of pregnancy in the form of a medical certificate) is attached.
8. **Maternity leave**
 - Proof of existing maternity protection (copy of birth certificate or copy of maternity passport) is enclosed.
9. **Paternity leave**
 - The child's birth certificate (only to be submitted with the first application) and a current household certificate or registration certificate are enclosed.
10. **Other reasons**
 - Proof of the existence of other reasons is attached

Admissions Office

Excerpt from the matriculation regulations (AMBI. No. 01/2023 of 09.02.2023, p. 3)

§ 11 Leave of Absence

- (1) ¹Students who [...] apply for a leave of absence for the duration of their compulsory service within the meaning of § 34 HRG are to be granted a leave of absence. ²Proof of compulsory service must be sent [...] with the application in PDF format by email to studierendensekretariat@uni-osnabrueck.de.
- (2) ¹Students may be granted leave of absence for good cause until the end of the re-registration period, in exceptional cases even within two months of the start of the semester, upon [...] application. ²Proof of good cause must be provided; corresponding evidence in accordance with paragraph 3 must be sent [...] with the application in PDF format by email to studierendensekretariat@uni-osnabrueck.de. ³Leave of absence is only permitted for full semesters and, as a rule, only for a maximum of two consecutive semesters. ⁴Students can generally be granted leave of absence for no more than four semesters during the course of study of a degree program, partial degree programs or course offerings. ⁵For each semester abroad, a leave of absence for a maximum of one semester at Osnabrück University is possible.
- (3) ¹Important reasons within the meaning of paragraph 2 are in particular:
 1. own illness that extends the period of study, as evidenced by a medical certificate;
 2. care provided by close relatives in accordance with Section 7 (3) of the Caregiver Leave Act (Pflegezeitgesetz - PflegeZG) for at least ten hours a week, as evidenced by a doctor's certificate or a certificate from the care insurance fund;
 3. a study period abroad which is necessary or, after confirmation by the subject representatives, demonstrably beneficial to the studies, has a minimum duration of three months and at least affects the lecture period at Osnabrück University;
 4. participation as elected representatives of the academic or student self-administration proven by the respective body;
 5. Proof of pregnancy in the form of an extract from the maternity pass or a medical certificate, proof of maternity protection in the form of a copy of the birth certificate or proof of childcare in the form of a registration certificate during periods in which an employee would be entitled to parental leave;
 6. completion of an internship which is required or, after confirmation by the subject representative, is demonstrably beneficial to the course and takes up at least half of the semester. ²§ 5 paragraph 3 sentence 2 applies accordingly.
- (4) Leave of absence is not permitted for:
 1. the first semester, with the exception of studies abroad in a consecutive Master's degree program, if written approval has been obtained from the responsible department,
 2. for previous semesters.
- (5) ¹During the leave of absence, students retain their rights as members; however, they are not entitled to take or attend courses, complete coursework and examinations or make use of other university support services during this time. ²Exceptions are generally regulated by the regulations for conducting examinations for students on leave of absence.
- (6) ¹Semesters on leave are not counted as semesters of study. ²Semesters abroad can be credited as semesters of study.
- (6) The obligation to pay the semester contribution and fees is not affected by the leave of absence, unless otherwise agreed.

¹ Applications via the student portal are not expected to be possible until the winter semester 2024/2025