

Admissions Office

Application for non-use of the study credit

(Note: In the case of a leave of absence, no separate application for non-use of the study credit must be submitted!)

Applicant

Last Name	First Name
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Student Number

Degree Course

Application for non-use of the study credit for the

Winter Semester	Summer Semester
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Reasons for not using the study credit

- Care of a child in accordance with § 25 para. 5 BAföG who has not reached the age of 14 at the beginning of the semester (§ 12 para. 2 sentence 1 no. 2 NHG)
 - Birth certificate of the child (only to be submitted with the first application) **and**
 - current household certificate (Haushaltsbescheinigung) /registration certificate
- Care of a close relative in accordance with Section 7 (3) of the Caregiver Leave Act (PflegeZG)
 - Proof of the need for care and the family relationship in accordance with Section 7 (3) PflegeZG **and**
 - Proof from the care insurance fund/family Doctor of Care Services provided for at least 10 hours per week
- Representation in an institution of the university, the student institution, or the Student Union (Studentenwerk) (max. 2 semesters)
 - Proof from the Committee Office/Department 4-Academic Affairs, the AStA or the Student Union (Studentenwerk)
- Holding the office of Equal Opportunities Officer (max. 2 semesters)
 - Proof of performance

Place, date and signature of the applicant

Please send the completed and signed application and the supporting documents exclusively in PDF format by email to studierendensekretariat@uni-osnabrueck.de. Unfortunately, it is not yet possible to submit an application via the student portal. Osnabrück University reserves the right to randomly check documents and to have the original document or a verified document presented.

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Excerpt from the Lower Saxony Higher Education Act (Nds. GVBl. No. 11/2022 p. 218)

§ 12 para. 3 f. Lower Saxony Higher Education Act

(3) The study credit is not used in semesters or trimesters in which the student

1. is on leave of absence,
2. care for a child within the meaning of § 25 para. 5 BAföG who has not yet reached the age of 14 at the beginning of the semester or trimester,
3. care for a close relative within the meaning of Section 7 (3) of the Caregiver Leave Act and the need for care within the meaning of Section 3 (2) of the Caregiver Leave Act has been proven,
4. is active as an elected representative in an institute of the university, the student institution, or the student union or
5. holding the office of Equal Opportunities Officer

Sentence 1 nos. 4 and 5 shall apply for a maximum of two semesters or three trimesters.

- (4) At the request of the university, the student is obliged to provide the information required for the calculation of the study credit and to submit the necessary documents. If the student does not fulfill these obligations within a reasonable period of time set by the university, it is assumed that the study credit has been used up. The presumption can be rebutted by the end of the following semester or term by providing the required information and submitting the required documents.