Internships: Leave of absence

Can, should or must I even take a leave of absence for an internship? Are there any advantages or disadvantages for me? Who is the best person to ask?
Answers to questions about leave of absence at Eberhard Karls University Tübingen can be found in this summary: Requirements, duration, procedure and deadlines at Tübingen University, a comparison of advantages and disadvantages as well as tips and contact persons.

Definition
The official interruption of studies during the semester is called a semester of leave. This entitlement is regulated by law in the higher education laws of the state.

Requirements
The Eberhard Karls University Tübingen recognises the following reasons for leave of absence, which must be proven:
- Practical activity that serves the study purpose (e.g. voluntary internship \(\Rightarrow\) there is no entitlement to leave of absence in the case of a compulsory internship in accordance with the study and examination regulations)
- own illness
- Care of close relatives in need of nursing care
- (forthcoming birth), parental leave
- Parental leave; education of minor children
  (\(\Rightarrow\) Exception: Examinations can be taken during the semester of leave)
- Activities abroad as a foreign language/school assistant (\(\Rightarrow\) there is no entitlement to leave of absence in the case of an obligatory school internship semester)

These requirements can vary from university to university and are therefore included in the general statutes. (e.g. admission and matriculation statutes/regulations) of the individual universities.

Duration
A leave of absence is only granted for the full semester period and can usually be extended for a maximum of one further semester.
Procedures & deadlines

The written application for leave must be submitted to the Student Secretariat during the re-registration period and must be submitted, including any supporting documents, by the start of the lecture period at the latest. A leave of absence may also be granted at short notice during the semester (if the reason for the leave of absence occurred later). A leave of absence for previous, completed semesters is excluded; a leave of absence immediately after enrolment at a university is not possible either.

<table>
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<tr>
<th>Advantages of a leave of absence</th>
<th>Disadvantages of a leave of absence</th>
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<td>Release from student obligations while securing a place at university:</td>
<td>Restriction of student status and thus of student privileges:</td>
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<td>• Leave semesters do not count as semesters of the study programme</td>
<td>• No entitlement to BAföG</td>
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<td>→ no recognition of the standard period of study:</td>
<td>• No possibility to provide study and examination credits (exception: parental leave; education of minor children)</td>
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<td>only the number of university semesters increases,</td>
<td>• May not be possible to be employed as a student or research assistant</td>
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<td>not the number of subject semesters</td>
<td>• Possibly no entitlement to child benefit</td>
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<td>→ BAföG if applicable (funding only for within the duration of the standard period of study), scholarships, compulsory health insurance for students* (until the end of the 14th semester), ...</td>
<td>→ According to information from the Family Fund, depending on the reason for the leave, it is decided individually whether there is a right to continued payment of child benefit.</td>
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<td>• still possibility to attend lectures, seminars, ...</td>
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<td>→ Discharge from duties, not of rights</td>
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<td>→ among other things: receipt of the ZDV identification, place in the student residence, entitlement to the naldo semester ticket</td>
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<td>• Entitlement to the student rate of the statutory health insurance (= compulsory health insurance for students (KVDS)) remains unchanged*.</td>
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but:

• no release from the semester fees of the Eberhard Karls University Tübingen
• Study and examination achievements cannot be provided (exception: parental leave; education of minor children)

(this list does not claim to be complete)
A leave of absence can have more or less far-reaching consequences depending on personal requirements or the individual starting position (e.g. necessity of BAFöG).

Tip:
The following questions should be answered before applying for leave of absence:
• Why do I want to apply for a semester’s leave?
• What is the purpose of the leave semester?
  What does my personal situation look like?
  → Based on these individual requirements, the advantages and disadvantages of a leave of absence
• Are there alternatives to the semester leave?
  → Reducing the workload, work-life balance, ...

Depending on your question, you can get information & advice from
• the staff of the Central Student Advisory Service (ZSB) of the Eberhard Karls University Tübingen,
• the relevant subject advisors for your study programme at the faculties of the University of Tübingen,
• the employees of the family office of the Eberhard Karls University Tübingen,
• the staff of the Psychotherapeutic Counselling Centre of the Studentenwerk Tübingen-Hohenheim (PBS).

– all information without guarantee –