Application for leave of absence

(§ 61 Landeshochschulgesetz, § 14 ZIO) for the

- Summer semester 2022 (01.04.-30.09.)
- Winter semester 2022/2023 (01.10.-31.03.)

When can applications for leave of absence be put forward?
- During re-enrollment period: January 15 until February 15, 2022
- Until start of lectures: April 19, 2022
- In case of any later hindrance: immediately.

Leave of absence can only be granted for whole semesters and should not exceed more than two semesters. It is not possible to apply for leave of absence in retrospect, i.e. for past semesters. The administrative semester fee has to be paid before applying for leave of absence.

<table>
<thead>
<tr>
<th>Student ID no.</th>
<th>Ms</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>last name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>street, no.:</td>
<td></td>
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<tr>
<td>postcode, town:</td>
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<tr>
<td>e-mail:</td>
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<tr>
<td>Phone*:</td>
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</tbody>
</table>

(We will contact you preferably by your student e-mail should any questions come up).

I have been granted leave of absence before
- no
- yes, for number of semesters: ______________

I request the exemption from tuition fees for international students or tuition fees for second degree students according to § 6 Abs. 2 Nr. 1 or § 8 Abs. 4 in conjunction with § 6 Abs. 2 Nr. 1 LHgebG.

Please note: An exemption can only be granted before start of lectures.

<table>
<thead>
<tr>
<th>Reason for leave of absence</th>
<th>Required documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness</td>
<td>Official medical certificate stating that the student is not fit to study, cannot take part in study course, attend lectures, or achieve expected successful study performance.</td>
</tr>
<tr>
<td>Maternity leave</td>
<td>Maternity log / medical certificate stating expected date of birth</td>
</tr>
<tr>
<td>Parenting</td>
<td>Child’s birth certificate</td>
</tr>
<tr>
<td>Caring for a relative</td>
<td>Certificate by health insurance stating necessity of long-term care, giving name of main care-taker or medical certificate</td>
</tr>
</tbody>
</table>

Reason for leave of absence:
- Illness
  - Please note: A „sick note“ is not sufficient!

Required documents:
- Maternity log / medical certificate stating expected date of birth
- Child’s birth certificate
- Certificate by health insurance stating necessity of long-term care, giving name of main care-taker or medical certificate

Weitere Informationen zur Beurlaubung im Internet unter [http://www.uni-tuebingen.de/de/848](http://www.uni-tuebingen.de/de/848)

Stand: 02/2022
Reason for leave of absence

☐ Internship that serves the study objective
  Leave of absence can only be granted for internships taking at least three months or half of the semester. (For semester dates please see http://www.uni-tuebingen.de/de/843)
  Please note: No leave of absences granted for obligatory internships that are part of a study program.

☐ For students of law (in accordance to audit regulations):
  Study period at university abroad

☐ COVID-19 pandemic: no participation in the Classroom teaching offer possible in SoSe 2022
  ☐ for COVID-19-related medical reasons
  ☐ due to an exit or entry ban

Required documents

☐ Contract (copy)
☐ Certificate by dean of studies that internship is beneficial to field of studies.

☐ Certificate by dean of studies that study period abroad is beneficial to field of studies.

☐ The following proof is attached:
  ☐ medical certificate with reference to COVID-19
  ☐ proof of the embassy about exit or entry ban

Personal assurance
I assure the correctness of the aforesaid statements and certificates and undertake to inform the University about any changes to these statements voluntarily and immediately. I am aware that I am not allowed to attend courses, to obtain ECTS credits, to take part in examinations or to use university facilities (excluding the University Library and services of the University IT centre).

The only exemption to this rule are students
  on maternity leave or those who have been granted leave of absence for caring for a relative according to § 7 Abs. 3 of Pflegezeitgesetz.
  • who, according to their own statement, can prove that they are on leave of absence for the summer semester 2022 due to the corona pandemic may take exams. Sentence 1 shall apply accordingly to study achievements to be performed digitally, provided that there is no restriction regarding the number of persons. For the summer semester 2022, students on leave of absence in accordance with sentence 1 may participate in courses offered completely digitally for which there is no restriction with regard to the number of persons.

I have checked possible implications of my leave of absence with the examination office, with the Amt für Ausbildungsförderung (Office for Educational Support / BAföG-Amt), with the appropriate family benefits department (concerning child benefit) and the relevant Foreigners’ Registration Office.

Place, date

Signature of applicant

Decision (will be filled in by the Studierendensekretariat):

☐ The application for leave for the ☐ SoSe _____________ ☐ WiSe _____________ will be granted.
☐ The application for leave for the ☐ SoSe _____________ ☐ WiSe _____________ has been declined.

Justification: __________________________________________________________
________________________________________________________
________________________________________________________

Notes: __________________________________________________________
________________________________________________________
________________________________________________________

Tübingen, _____________ signature: _____________