





Zentrale Verwaltung IV – Studierende

Studierendensekretariat Wilhelmstrasse 19 72074 Tübingen

Date	e of r	ecei	ot		

Application for leave of abscence

(§ 61 Landeshochschulgesetz, § 14 ZIO) for the

Winter semester 2024 / 2025 \square (01.10.-31.03.)

Summer semester 2025 (01.04.-30.09.)

When can applications for leave of abscence be put forward? During re-enrollment period: June 1 to August 15, 2024 Until start of lectures: 14 October 2024

In case of any later hindrance: immediately.

Leave of abscence can only be granted for whole semesters and should not exeed more than two semesters. It is not possible to apply for leave of abscence in retrospect, i.e. for past semesters. The administrative semester fee has to be paid before applying for leave of abscence. A leave of absence for students in the 1st semester is not permitted (for further details see § 14 (1) sentence 5 ZIO, https://www.uni-tuebingen.de/en/32147).

Student ID no.		🗌 Ms	🗌 Mr			
last name:		first name:				
address: as indicated new						
street, no.:		postcode, town:				
e-mail:		Phone*:				
(We will contact you pre	eferably by your student e-mail should any question	ons come up).				
	(* voluntary information					

I have been granted leave of abscence 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

Reason for leave of abscence		Required documents		
	Illness <i>Please note: A "sick note" is not sufficient!</i>		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	
	Maternity leave Expected date of birth: ┌─ Maternity leave starts within semester in question		Maternity log / medical certificate stating expected date of birth	
	(6 weeks before and after giving birth)			
	Parenting		Child's birth certificate	
	Name of child Date of birth		Child's birth certificate has already been handed to the University.	
	Please note: Leave of abscence only possible until child's 3rd birthday. A deferral period can also be		Registration certificate "Family" confirming resi- dence by Registration Office of municipality	
	granted, but only before the 8th birthday of your child, and for two semesters (for births until June 30, 2015) or four semesters (for births from July 1, 2015).		Registration certificate "Family" has been handed to University. Child still living with me.	
	Caring for a relative (§§ 14, 15 SGB XI in conjunction with § 7 Abs. 3 Pflegezeitgesetz)		Certificate by health insurance stating necessity of long-term care, giving name of main care-taker <u>or</u>	
			medical certificate	

 \rightarrow Bitte beachten Sie unbedingt die Rückseite \rightarrow

(please indicate)

Student-Id no.:	First name:	Last name:

Please indicate

Re	Reason for leave of abscence		Required documents		
	Internship		Contract (copy)		
	Leave of absence kann 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) <i>Please note: No leave of abscence granted for</i> <i>obligatory internships that are part of a study program.</i>		Certificate by dean of studies that internship is beneficial to field of studies.		
	For students of law (in accordance to audit regulations):		Certificate by dean of studies that study period abroad is beneficial to field of studies.		
	Study period at university abroad				
	Other reasons				
	Please note: Invalid reasons are preparing for exams, writing of doctoral thesis, financial problems etc.		(Please fill in reason)		

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 excemption to this rule are students on maternity leave or those who have been granted leave of abscence for caring for a relative according to § 7 Abs. 3 of Pflegezeitgesetz. 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					
ecision (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:						