

Application for leave of absence

(§ 61 Landeshochschulgesetz, § 14 ZIO) for the

- Winter semester 2024 / 2025 (01.10.-31.03.) Summer semester 2025 (01.04.-30.09.)

Date of receipt

When can applications for leave of absence 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 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. 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.		<input type="checkbox"/> Ms	<input type="checkbox"/> Mr
last name:		first name:	
address:	<input type="checkbox"/> as indicated <input type="checkbox"/> new		
street, no.:		postcode, town:	
e-mail:		Phone*:	
(We will contact you preferably by your student e-mail should any questions come up).			

(* voluntary information)

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 or further education programs.

(please indicate)



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

Reason for leave of absence		Required documents	
<input type="checkbox"/>	Illness <i>Please note: A „sick note“ is not sufficient!</i>	<input type="checkbox"/>	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..
<input type="checkbox"/>	Maternity leave Expected date of birth: _____ <input type="checkbox"/> Maternity leave starts within semester in question (6 weeks before and after giving birth)	<input type="checkbox"/>	Maternity log / medical certificate stating expected date of birth
<input type="checkbox"/>	Parenting _____ _____ Name of child Date of birth <i>Please note: Leave of absence only possible until child's 3rd birthday. A deferral period can also be 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).</i>	<input type="checkbox"/>	Child's birth certificate <input type="checkbox"/> Child's birth certificate has already been handed to the University. <input type="checkbox"/> Registration certificate „Family“ confirming residence by Registration Office of municipality <input type="checkbox"/> Registration certificate „Family“ has been handed to University. Child still living with me.
<input type="checkbox"/>	Caring for a relative (§§ 14, 15 SGB XI in conjunction with § 7 Abs. 3 Pflegezeitgesetz)	<input type="checkbox"/>	Certificate by health insurance stating necessity of long-term care, giving name of main care-taker <u>or</u>
		<input type="checkbox"/>	medical certificate

→ Bitte beachten Sie unbedingt die Rückseite →

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

Reason for leave of absence		Required documents	
<input type="checkbox"/>	Internship 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 absence granted for obligatory internships that are part of a study program.</i>	<input type="checkbox"/>	Contract (copy)
<input type="checkbox"/>	For students of law (in accordance to audit regulations): Study period at university abroad	<input type="checkbox"/>	Certificate by dean of studies that study period abroad is beneficial to field of studies.
<input type="checkbox"/>	Other reasons <i>Please note: Invalid reasons are preparing for exams, writing of doctoral thesis, financial problems etc.</i>	<input type="checkbox"/>	(Please fill in reason)

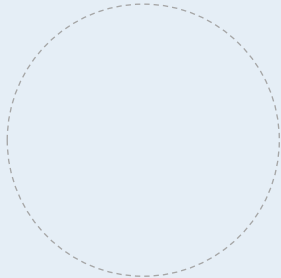
Personal assurance

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 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. 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):

<input type="checkbox"/> The application for leave for the <input type="checkbox"/> SoSe _____ <input type="checkbox"/> WiSe _____ will be granted. <input type="checkbox"/> The application for leave for the <input type="checkbox"/> SoSe _____ <input type="checkbox"/> WiSe _____ has been declined. Justification: _____ _____ _____ Notes: _____ _____ Tübingen, _____ signature: _____	
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