

## Required Documents

Leave of absence is granted on a semester-by-semester basis.

Before submitting the application for a leave of absence, the semester fee must be paid.

A leave of absence is not permitted for students in their first semester (see Section 9 of the Enrollment Regulations).

### Reason for Leave of Absence and Required Supporting Documents

#### Illness

Note: A certificate of incapacity for work ("sick note") is not sufficient.

Required:

A medical certificate (with the physician's practice stamp) confirming that the student is unable to study during the requested semester (i.e. cannot attend classes and cannot complete the expected academic requirements).

#### (Expected) Childbirth

Expected due date: \_\_\_\_\_

The maternity protection period begins during the requested semester (6 weeks before and 8 weeks after childbirth).

Required:

Maternity record (Mutterpass) or a medical certificate stating the expected due date.

#### Childcare

Child's name:

Date of birth:

Note: Leave of absence is possible until the child reaches the age of 3. A postponement of 2 semesters (for children born up to June 30, 2015) or 4 semesters (for children born on or after July 1, 2015) until the child reaches the age of 8 is possible.

Required:

Birth certificate of the child (unless already submitted),

Certificate of residence ("Family") confirming the shared residence from the local registration office (unless already submitted).

#### Care of Close Relatives (Sections 14, 15 SGB XI in conjunction with Section 7 (3) of the Caregiver Leave Act)

Required:

Certificate issued by the Medical Service of the Health Insurance Funds indicating the caregiver and the required care commitment, or an equivalent detailed medical certificate. Practical Placement Relevant to the Degree Program

Minimum duration within the semester: three months or half of the lecture period.

Note: No leave of absence is possible for a compulsory internship required under the study and examination regulations.

Required:

Copy of the internship contract or internship agreement, and written confirmation from the responsible Dean of Studies that the internship is relevant to the degree program. Other Reason (Excluded reasons: examination preparation, thesis/dissertation writing, doctoral work, financial circumstances, etc.)