

## Application for a leave of absence for \_\_\_\_\_ semester 20\_\_\_\_\_

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**Last name, First name**

**Registration no.**

### Deadlines:

The application for a leave of absence must be submitted to the Service Center Studium during the re-registration period (for the winter semester: 1 June - 15 August, for the summer semester: 15 January - 15 February), or at the latest one day before the start of the lecture period if re-registration has already taken place. In cases 4 - 9, the application must be submitted immediately after the occurrence of the event, but at the latest by the end of the lecture period. Leave of absence for previous semesters is excluded. Leave of absence for reasons occurring after the end of the lecture period is also excluded. A leave of absence for a further semester requires a new application and, as a rule, the submission of new proof of the reason for the leave of absence. As a rule, a leave of absence is approved for two consecutive semesters.

### Notes:

- Payment of fees: The administrative fee of 80 euros (§12, para. 2 LHGebG), the semester fee of 75 euros (§2, para. 2 and §3, para.1 of the Studierendenwerk Freiburg fee regulations) and the fee for the constituted student body of 7 euros (§2, para. 1 and §3 of the constituted student body fee regulations), totalling 162 euros, must always be paid during the re-registration period in the event of a leave of absence. Please note that if you have already re-registered, the solidarity fee (basic amount for the semester ticket) of 28 euros can only be refunded if the subsequent leave of absence is applied for before the start of the semester (1 April or 1 October). Tuition fees already paid will be refunded if the application for leave of absence is submitted before the start of the lecture period (§6, para. 2, no. 1 and §8, para. 4LHGebG).
- The data on your leave of absence will be collected, stored, processed and - if the relevant legal requirements are met - passed on (§ 12 State Higher Education Act, §9 State Data Protection Act Baden-Württemberg, Ordinance of the Ministry of Science on the Collection and Processing of Personal Data of Applicants, Students and Examination Candidates for Administrative Purposes of the University of 28 August 1992 (GBL. 1992 page 667)).
- The leave of absence always covers the entire semester; this also applies to a subsequent leave of absence in cases (4) - (9). A leave of absence for part of the semester is not possible (§15 No. 4 of the Admission and Enrolment Regulations (ZImmO) of the University of Freiburg).
- In accordance with §61 Para. 2 of the State Higher Education Act, students on leave of absence are not entitled to attend courses and university facilities (with the exception of the information centres in accordance with §28 of the State Higher Education Act) or to take examinations. They are entitled to take examinations that are not part of a course; students on leave of absence are not entitled to take final examinations (including final theses).  
Students who are on leave of absence for reasons of maternity protection/parental leave or to care for a close relative in need of care are exempt from this regulation. They may attend courses, complete coursework and examinations and use the university facilities without restriction.
- In degree programmes in which an admission number or an admission limit has been set for the semester in question, a leave of absence for first-time and newly enrolled students is only permitted in cases (4) - (8) (§15 No. 3 of the University of Freiburg's Admission and Enrolment Regulations (ZImmO)).
- A leave of absence can affect the payment of BAföG, child benefit, orphan's pension, etc. You are obliged to inform all relevant bodies of your leave of absence of your own accord - especially if it is taken retrospectively.
- If your postal address changes during your leave of absence, please change it yourself in your HISinOne account and do not fail to correct it to a current address after your leave of absence.

I apply for a leave of absence in accordance with §15 of the Admission and Enrolment Regulations (ZImmO) of the University of Freiburg for one of the following reasons:

- (1) Studying at a university abroad**  
**Proof:** For first time leave of absence: letter of admission from the foreign university/language school. For subsequent leave of absence: current certificate of study or proof of employment with exact start and end date of the stay abroad
- (2) Work as a foreign language or school assistant**  
(this does **not** include the practical semester for student teachers)  
**Proof:** For first-time leave of absence: letter of admission from the foreign university/language school
- (3) Internship that is not a required element of study and examination regulations**  
**Proof:** Confirmation from the relevant faculty (programme coordinator or faculty assistant) that the internship serves your study objective and is not compulsory; signed internship contract with start and end date
- (4) Illness or pregnancy**  
**Proof:** Medical certificate stating that you are unable to attend the required courses in the semester applied for due to your illness or pregnancy
- (5) Caring for or looking after close relatives in accordance with §7 para. 3 of the Caregiver Leave Act**  
**Proof:** Short written declaration, certificate of classification in care levels 3 to 5 (formerly care levels II or III) according to the Social Security Code XI or medical certificate of the need for care of close relatives according to §7 para. 3 of the Caregiver Leave Act (Pflegezeitgesetz)
- (6) (Forthcoming) birth / maternity leave or parental leave, caring for and bringing up a child**
  - (Forthcoming) birth:** A leave of absence for this reason can only be applied for 6 weeks before the date of birth. (§3 para. 1 Maternity Protection Act, §15 para. 1 to 3 Federal Parental Allowance and Parental Leave Act)  
**Proof:** Copy of the mother's passport, copy of the birth certificate(s)
  - Parental leave, caring for and bringing up a child**  
**Proof:** If the child/one of the children is over 3 years old: written declaration that no parental leave has been taken in the last 24 months between the child's 3rd and 8th birthday (§61 para. 3 of the State Higher Education Act)
- (7) Performing voluntary service**  
**Proof:** Certificate of the duration of youth/federal voluntary service, development service or voluntary military service
- (8) Serving a prison sentence**  
**Corresponding evidence**
- (9) Doctorate in the state examination programme in human medicine or dentistry**

I confirm that the data I have provided is correct.

Place, date \_\_\_\_\_

Signature \_\_\_\_\_

As of: February 2025