



Leave of Absence Request Form

To be completed by applicant:

Student ID number:

Surname, Given name(s):

Subject discipline:

Postal Address:

Leave of absence for Summer semester 20

Winter semester 20 / 20

Please provide a short description of the reasons for a leave of absence:

To be filled in by the University:

Please notice, that once your leave of absence has been permitted by the Students' Registration Office you will not have the right to withdraw your decision.

Studierendensekretariat

genehmigt

nicht genehmigt

Date

Signature of applicant

Datum

Unterschrift

Application deadline: Start of lectures in the semester in which a leave of absence is being requested
Please turn over for further information.

Important information:

If you are requesting a leave of absence for a semester, you must still **re-register for that semester**, i.e. you must still pay the semester fee in full.

If you would like to continue with your studies at the University of Rostock immediately after your leave of absence, you must **re-register on time for the following semester**.

A leave of absence is granted for the duration of a full semester. Semesters on leave of absence do **not** count as subject semesters. Students can only be granted a leave of absence for the current or a coming semester; it is **not possible to grant a leave of absence for a past semester**. As a general rule of principle, students are granted **up to a maximum of four, but no more than two consecutive semesters on leave of absence** per degree course. This does not include periods of leave of absence due to pregnancy or the raising of a child in accordance with the *Mutterschutzgesetz* (Maternity Protection Act) and the *Bundeselterngeld- und Elternzeitgesetz* (Federal Parental Allowance and Parental Leave Act) in the versions as amended from time to time. Even if there are justified reasons, a leave of absence can only be granted for the first subject semester if the refusal of a leave of absence could be considered unreasonable and particularly tough.

Leaves of absence are only granted for **important reasons**.

Important reasons include, in particular

1. Temporary illness that makes proper studies in the respective semester impossible;
2. Caring for a close relative pursuant to § 7(3) of the *Pflegezeitgesetz* (Care Leave Act) who is in need of care pursuant to §§ 14, 15 of the *Sozialgesetzbuch - Elftes Buch* (Eleventh Book of the German Social Code);
3. Pregnancy, maternity protection and childcare at times in which students would be entitled to maternity protection or parental leave if they were in employment;
4. A study-related period of study at a university abroad;
5. Absence due to a compulsory internship taking place outside of the university that is stipulated in the study or examination regulations and encompasses not only the non-teaching, but also a considerable amount of the teaching period;
6. Completion of a voluntary internship or collaboration in a research project, if participating students would be subject to unreasonable disadvantage due to refusal of a leave of absence.

Depending on the reason for the leave of absence, the request must be submitted together with an original or certified copy of proof, e.g.:

- for internships - confirmation from the employer with indication of the length of the internship
- for health-related reasons - a doctor's certificate, if required a certificate (*amtsärztliches Attest*) from a medical officer
- for maternity protection - copy of the *Mutterpass* (pregnancy record), which shows the front page and the expected due date
- for parental leave - copy of the birth certificate
- for studies at a university abroad - approval from the other university

If one of the above-named reasons occurs after the start of lectures and without prior warning, the request can be submitted for the current semester following prior consultation with the Students' Registration Office. However, the request must be submitted immediately after becoming aware of the reason for the leave of absence. Delayed requests will be rejected as inadmissible.

Students must submit a new request for a leave of absence for each subsequent semester.

The University of Rostock's *Immatrikulationsordnung* (Enrolment Regulations) as amended from time to time (last revised 14 October 2020) forms the legal basis for leaves of absence.