



Technische Hochschule Aschaffenburg
- Studienbüro -
Würzburger Straße 45

63743 Aschaffenburg

Application for leave of absence

I hereby apply for a leave of absence for the WiSe/SoSe _____

Name, First Name

Matriculation number

There is the following reason for a leave of absence (further description attached):

- | | |
|---|---|
| <input type="checkbox"/> Illness | <input type="checkbox"/> Completion of a service |
| <input type="checkbox"/> Maternity protection / Parental leave | <input type="checkbox"/> Study abroad |
| <input type="checkbox"/> Care of a close relative | <input type="checkbox"/> Lack of a course programme that corresponds to the progression of studies |
| <input type="checkbox"/> Voluntary internship within the regular study period | <input type="checkbox"/> Other reasons (please state on an extra sheet and attach supporting documents) |

**I have taken note of the information in the attachment to this application.
I attached supporting documents to the reasons for the leave of absence.**

Place, Date

Signature

Processing notes of the university

The application for leave of absence is

approved not approved;

Reason for rejection: _____

Aschaffenburg, _____

Date

Signature

Application for leave of absence

You can apply for a leave of absence

- in the winter semester until **October 15** and
- in the summer semester until **March 31**

If the reason for leave of absence does not occur until after this deadline, without this being foreseeable, you can submit the application until November 30 in the winter semester and until May 15 in the summer semester.

Reasons for leave of absence

The legal basis for leave of absence from studies can be found in Art. 48 Bayerisches Hochschulgesetz and §§ 11 ff. of the statutes on enrolment, re-registration, assessment and de-registration of the Aschaffenburg University of Applied Sciences dated 06.07.2018. Students can therefore be granted leave of absence for good cause. These are in particular:

1. Medically certified illness if it prevents proper study in the semester concerned,
2. Circumstances that give rise to entitlement to maternity protection and/or parental leave for female employees or entitlement to parental leave for male employees,
3. Care of a close relative within the meaning of Section 7 (3) of the Act on Care Leave (Pflegezeitgesetz – PflegeZG) of May 2008 (Federal Law Gazette I p. 874, 896), as amended, who is in need of care within the meaning of Sections 14, 15 of the Eleventh Book of the German Social Security Code (SGB XI) of 26 May 1994 (Federal Law Gazette I p. 1014, 1015), as amended,
4. Completion of a voluntary internship that is not prescribed by the relevant study or examination regulations, which meets the requirements of the perspective faculty for a regular internship and should be completed within the standard period of study,
5. The performance of a service (military service, federal voluntary service),
6. Study at university abroad,
7. Lack of course offerings that correspond to the student's academic progress.

Other reasons will only be recognized after strict examination of the individual case; economic circumstances cannot generally be regarded as good cause.

Important notes

1. The deadline for taking repeat examinations is only interrupted by the leave of absence if the student is not responsible for the reason for the leave of absence (e.g. illness, pregnancy, etc.). In this case, no application for an extension of the deadline is necessary.

Otherwise (e.g. voluntary internship, stay abroad, etc.), the resit deadlines continue to run during the leave of absence. If you miss the resit deadline, the examination in question will be deemed to have been failed and you may have to be exmatriculated. You can submit an informal application to the study office for an extension of the resit deadline for examinations. An extension can only be granted if the deadline for taking a resit examination cannot be met for special reasons for which you are not responsible.
2. The period of leave of absence should generally not exceed two semesters. Only in exceptional circumstances can a leave of absence beyond two semesters be authorised. Periods of maternity leave and parental leave do not count towards the leave of absence.
3. Semesters on leave of absence do not count as semesters of study, irrespective of any examination regulations on the recognition and crediting of study and examination achievements.
4. During the leave of absence
 - you remain a member of the university,
 - you are entitled to vote,
 - you cannot take any coursework or examinations for the first time (exception: leave of absence due to maternity/parental leave),
 - you must continue to re-register for the next semester in due time.