



Leave of Absence Request

for Winter Semester 20__/___ (and) for Summer Semester 20__

Form with fields: Last name, first name; Enrolment number; Street name/ house number; E-mail address; Postal code, city; Phone number; Programme of study; Semester of study

Reason for the leave of absence

- Illness
Please include a medical certificate stating that you will be unable to study for the entire semester.
Internship
Internship confirmation from the host institution (type of work / schedule and time frame)
Is this a compulsory internship? yes no
If so, duration of the compulsory internship as given in the relevant examination regulations:
A stay abroad
to study
University / Country:
Please include confirmation from the foreign higher education institution or
Confirmation provided by the International Office:
to carry out an internship abroad
Please include confirmation from the host institution (type of work and duration)
Is this a compulsory internship? yes no
If so, duration of the compulsory internship as given in the relevant examination regulations:

Type of mobility programme (if you are going abroad)

- an EU Programme (EU-funded, e.g. Erasmus; EU programmes in other countries)
a different publicly funded programme (e.g. an institution partnership that is not EU-funded, a scholarship offered by the (host) institution, a scholarship provided by a foundation, a DAAD scholarship, or a BAföG grant for study abroad)
no programme, you organized it on your own or arranged it in the private sector (e.g. self-financed visits, "free movers", internship abroad without a funding programme)
Parental leave
Please include pregnancy record or medical certificate/ include birth certificate if it is your first request
Name of child Date of birth
Caring for a close relative if no other person was able to do so
Please provide suitable evidence
Company start-up
Include a draft of your business plan and a positive review provided by the Office of Entrepreneurship & Innovation
Other
Please include a detailed description on a separate sheet and enclose the appropriate evidence.

Have you ever taken a leave of absence before? yes no
If so, number of semesters:

Further information and signature field on back: please turn!

General Information

- The deadline for submitting a leave of absence request for a **company start-up** is **1 April** for Summer Semester and **1 October** for Winter Semester. **Otherwise**, the deadlines for submitting a request are as follows: **10 May** for Summer Semester and **10 November** for Winter Semester. The request for a leave of absence must be submitted on time with all required documents to the Student Administration Office (*Studierendenkanzlei*). A leave of absence cannot be granted for semesters that have already concluded.
- As a rule, a leave of absence should not last longer than two semesters. This does not apply to any leave of absence due to parental leave or in order to care for a relative. Any leave of absence for these reasons will not be counted toward the two-semester limit.
- A leave of absence due to an internship: the internship must last at least three months; if a compulsory or mandatory internship of at least three months is included in the standard period of study for your degree programme, the internship must last at least four months within a semester; the internship can be completed in Germany or abroad.
- Law students should read the information provided by Bavaria's Office of Law Examiners (Landesjustizprüfungsamt): <https://www.justiz.bayern.de/landesjustizpruefungsamt/>
- A leave of absence due to parental leave is permissible up to the semester of the child's third birthday. Please note the information under: <https://www.familiengerecht.uni-bayreuth.de/de/familiengerechtes-studium/index.html>.
- The effects of a leave of absence on examination requirements are to be determined on the basis of the relevant examination regulations and by asking the Examinations Office.
- During a leave of absence, you will not be able to complete coursework and examinations at the University of Bayreuth; this does not apply to repeating examinations or to cases of a leave of absence due to parental leave or caring for a relative.
- A semester on leave does not count as a semester completed in your current programme of study (*Fachsemester*).
- Before submitting your request, please ask the BaföG Office, child benefit authorities (Kindergeldkasse), your health insurance provider, and any scholarship providers about the implications of your leave of absence.
- All relevant offices, institutions, persons, and authorities who have received a copy of your confirmation of enrolment must be informed that you will be taking a leave of absence.
- Misuse of a certificate of enrolment constitutes a criminal offence.
- Further information can be found by visiting <http://www.studierendenkanzlei.uni-bayreuth.de//de/beurlaubung/index.html>

Wichtiger Hinweis für ausländische Studierende: Eine Beurlaubung, die nicht durch das für Sie zuständige Ausländeramt genehmigt wurde, kann zu einem Verlust des Aufenthaltstitels führen! Bitte lassen Sie sich die Genehmigung der Beurlaubung in den Feldern unten bestätigen.

Important notice for international students: If you intend to apply for a leave of absence, please first consult with the Foreigners' Office/ Ausländeramt. Failure to do so may result in losing your residence permit! Please ask the Foreigners' Office to fill out the confirmation of approval below.

Stellungnahme des Ausländeramts /Statement of the Foreigners' Office:

- Der Beurlaubung wird zugestimmt / The leave of absence is approved.
 Der Beurlaubung kann nicht zugestimmt werden / The leave of absence cannot be approved.

City of Bayreuth, date: _____, Signature and stamp: _____

Ausländeramt/ Foreigners' Office

Date

Signature

To be completed by the Student Administration Office:

- Eingabe CO
 Vormerkung Folgesemester und Anmerkungsfeld Überprüfung Fachsemester-Berechnung
 Praktikum im Inland unter „Praktikum“ erfassen und Praktikum im Ausland unter „Auslandsaufenthalt“
 Auslandsaufenthalt eingegeben (bitte nur die Nummer 110, 111, 112, 120, 121, 122, 130, 131 und 132 verwenden)
 Mutterschutz/Elternzeit bei Frauen: bis einschl. Semester in dem das Kind das zweite Lebensjahr vollendet:
Email an mutterschutz.stud@uni-bayreuth.de mit Matrikelnummer, Name, Vornamen, (errechnetem) Geburtstermin/-tag des Kindes, Studiengang, Wohnadresse, E-Mail-Adresse, Kopie von Mutterpass/Attest/Geburtsurkunde
 Email an Prüfungsamt, bei „rückwirkender“ Beurlaubung
 ggf. Versetzen RM-Sperren
 Bestätigungsemail ggf. mit Hinweis zu Merkblatt MuSchu/Elternzeit im Anhang

Datum _____

Handzeichen Sachbearbeiter/ggf. Hilfskraft _____ / _____