

99061001116000, 99061001116000

Applying for a leave of absence from studies

Heruntergeladen am 05.07.2025

<https://fimportal.de/xzufi-services/379231709/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99061001116000, 99061001116000
Leistungsbezeichnung I	Applying for a leave of absence from studies
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)
Verrichtungskennung	Beurlaubung (116)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Studium (1030300)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	28.03.2022
Fachlich freigegeben durch	
Handlungsgrundlage	https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchulGHE2022pIVZ https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchullmmVHE2010rahmen https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchulGHE2022pIVZ https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-HSchullmmVHE2010rahmen
Teaser	Do you want or need to interrupt your studies? Apply for a leave of absence at your university.
Volltext	If you are unable to attend the courses of a particular semester for study-related or personal reasons, there is the possibility of a leave of absence. During your leave of absence, you will retain your student status.
Erforderliche Unterlagen	<p>Application for leave of absence from the respective university with proof of one of the following reasons:</p> <ul style="list-style-type: none"> • Illness that excludes proper study. The type and expected duration of the illness must be proven by a current medical certificate or certificate. • Maternity protection period or parental leave, proven by a current medical certificate or birth certificate • Care of relatives in need of care, to be proven by a medical certificate • Proof of membership of a squad at federal level (A, B, C or D/C squad) of a top professional association in the German Olympic Sports Confederation • Participation in an appointed or elected capacity in academic or student self-administration, to be proven by a certificate of membership and time expenditure • Proof of a study-related internship • Study-related stay abroad, to be proven by a certificate of participation in an exchange program or a confirmation from the host university abroad <p>Other important reasons to be explained and, if</p>

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	possible, substantiated
Voraussetzungen	<ul style="list-style-type: none"> • is to be enrolled at the corresponding university. • A reason must be given and proven for a leave of absence, see: Required documents. • A retroactive leave of absence, for an already completed semester, is not possible.
Kosten	It is possible to have the share for the semester ticket refunded. You can contact the General Student Committee (AStA) and obtain information.
Verfahrensablauf	<ul style="list-style-type: none"> • Each university makes a request for leave of absence available on its website. The completed application together with the proof of the reason for the leave of absence must be submitted to the respective university in due time. • After the application has been received by the responsible university office, it will be examined and a decision will be made as to whether a leave of absence can be granted.
Bearbeitungsdauer	
Frist	The application for leave of absence must be submitted in accordance with the deadline of the respective university.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	<p>In the event of a rejection of the application for leave of absence, a reasoned objection may be made within the legally determined period. The deadline is one month after receipt or acknowledgement of the rejection.</p> <p>If the objection is not upheld, an action may be brought before the competent administrative court.</p>
Kurztext	<ul style="list-style-type: none"> • • Prerequisite: Timely application • Only enrolled students can take a leave of absence. • One of the following reasons must be present and proven: illness that excludes proper study, maternity

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	<p>protection period or parental leave, care of relatives in need of care, Membership of a squad at federal level (A, B, C or D/C squad) of a top professional association in the German Olympic Sports Confederation, Participation in academic or student self-administration, completion of a study-related internship, study-related stay abroad, Other reasons with appropriate justification</p> <ul style="list-style-type: none"> • Competent authority: Respective university
Ansprechpunkt	
Zuständige Stelle	
Formulare	<p>Forms/online services available: Yes</p> <p>Written form required: Yes</p> <p>Informal application possible: No</p> <p>Personal appearance required: No</p>
Ursprungsportal	Beurlaubung vom Studium beantragen, Applying for a leave of absence from studies