

99061001116000, 99061001116000

Interruption of studies Leave of absence

Heruntergeladen am 05.07.2025

<https://fimpportal.de/xzufi-services/121357628/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99061001116000, 99061001116000
Leistungsbezeichnung I	Interruption of studies Leave of absence
Leistungsbezeichnung II	Applying for a semester off
Typisierung	4 - Land: Regelung
Quellredaktion	Nordrhein-Westfalen
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	16.12.2022
Fachlich freigegeben durch	Ministry of Culture and Science of the State of North Rhine-Westphalia
Handlungsgrundlage	https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&menu=0&bes_id=28364&anw_nr=2&aufgehoben=N&det_id=531168 https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&menu=0&bes_id=11475&anw_nr=2&aufgehoben=N&det_id=544538 https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&menu=0&bes_id=28364&anw_nr=2&aufgehoben=N&det_id=531168 https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&menu=0&bes_id=11475&anw_nr=2&aufgehoben=N&det_id=544538
Teaser	Would you like to interrupt your studies or apply for a semester off?
Volltext	If you wish to interrupt your studies for important reasons, you must have this approved by your university. As a rule, a leave of absence is granted for the duration of one semester and must be reapplied for each semester. As a rule, you are not allowed to take any examinations during a semester of leave. However, in certain cases (see legal basis), students on leave of absence may • take part in courses, • complete coursework and examinations and • use university facilities. Please contact your university directly to find out whether an exception applies in your specific semester of leave.

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Erforderliche Unterlagen	You must enclose the relevant evidence for the reason for the interruption with your application. The specific documents and evidence required for your leave of absence can be found in your university's enrolment regulations. If in doubt, please contact your university directly.
Voraussetzungen	Reasons for interrupting your studies can be, for example • Studying abroad • Maternity and parental leave • illness • Caring for relatives in need of care • Company matters as part of a part-time, integrated or dual study program • an internship that serves the purpose of your studies • Federal voluntary service • Other reasons This list is not exhaustive. The requirements and necessary documents for the leave application may vary depending on the university and degree program. If you have other important reasons, please contact your university for clarification.
Kosten	
Verfahrensablauf	You must apply for leave of absence at your university. You must enclose a justification and, if necessary, supporting documents with your application (see "Required documents"). You will receive confirmation that your semester of leave has been approved, or at many universities you can view the status of your application on the university's online portal. Any special regulations for taking examinations during the semester of leave should be clarified directly with your university.
Bearbeitungsdauer	The processing time varies from university to university.

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Frist	Leave of absence must always be applied for during the re-registration period, enclosing the necessary supporting documents.
weiterführende Informationen	Further information can be found on the websites of the respective universities.
Hinweise	There are no "universal specifics". The issue should be discussed directly with each university. If you have any questions about leave of absence, please contact the responsible office at the respective university directly.
Rechtsbehelf	
Kurztext	• Applying for an interruption to your studies • Applying for a semester of leave
Ansprechpunkt	
Zuständige Stelle	
Formulare	Information on the application procedure can be found on the websites of the respective universities.
Ursprungsportal	Interruption of studies Leave of absence, Unterbrechung des Studiums Beurlaubung