

99061001116000

# Course of study - applying for leave of absence

Heruntergeladen am 05.07.2025

<https://fimportal.de/xzufi-services/751-99061001116000/L100022>

Modul	Sachverhalt
Leistungsschlüssel	99061001116000
Leistungsbezeichnung I	Course of study - applying for leave of absence
Leistungsbezeichnung II	Course of study - applying for leave of absence
Typisierung	4 - Land: Regelung
Quellredaktion	Baden-Württemberg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	

Modul	Sachverhalt
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> <li>• § 61 Landeshochschulgesetz (LHG) (Beurlaubung)</li> <li>• § 63 Landeshochschulgesetz (LHG) (Ausführungsbestimmungen)</li> <li>• § 3 Landeshochschulgebührengesetz (LHGebG)</li> </ul>
Teaser	If you would like to interrupt your study for private, health, financial or other reasons, then this has to be approved by the institution of higher education.
Volltext	<p>If you would like to interrupt your study for private, health, financial or other reasons, then this has to be approved by the institution of higher education.</p> <p>The period for the absence of leave should normally not exceed two semesters. During an absence of leave semester generally no exams may be taken.</p> <p>In deviation from the above, students who are on maternity leave or parental leave</p> <ul style="list-style-type: none"> <li>• may take part in classes,</li> <li>• submit coursework and take exams and</li> <li>• use university facilities.</li> </ul>
Erforderliche Unterlagen	You can find information in this respect in the forms of the respective university.
Voraussetzungen	<p>Reasons that normally lead to approval of leave of absence:</p> <ul style="list-style-type: none"> <li>• Studying abroad</li> <li>• Illness</li> <li>• Nursing or caring for a relation (spouse, direct relations, direct in-laws)</li> <li>• Pregnancy, child education</li> <li>• Serving a prison sentence</li> <li>• Starting a practical occupation which serves to fulfil the aim of the study</li> </ul> <p>Other important reasons can be explained during a meeting with the responsible department.</p>

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	<p>The prerequisites and the required documents for approval for an absence of leave can vary depending on the type of institution of higher education you attend. You can obtain information on the website of your institution of higher education or directly in the students' secretariat or the office of study.</p>
Kosten	None
Verfahrensablauf	<p>Leave of absence has to be applied for in writing at your institution of higher education. A reason and, if applicable, supporting documents have to be attached to the application. You can obtain forms from your relevant department or they are available as a download depending on what is offered by your institution of higher education.</p> <p>You will receive written notification. Positive notification will normally contain the reason for the vacation, the duration of the leave of absence and the last semester in which you were enrolled.</p> <p>Contrary to this, students granted leave due to maternity leave (Mutterschutz) or parental leave (Elternzeit) may attend courses, do course achievements and examinations and use the facilities of the institution of higher education. Please take note that in such a case you are only registered to attend course achievements and examinations if you yourself apply to do so.</p> <p>When taking leave of absence due to maternity leave and parental leave, please bear in mind that you are responsible for applying for participation in coursework and exams yourself.</p>
Bearbeitungsdauer	Depends on university.
Frist	before the start of the lecture period In the case of illness or other serious reasons, it can also be made during the course of the semester. In such a case, please consult the regulations of your university.
weiterführende Informationen	

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Hinweise	<p>You will receive a confirmation of enrolment as usual for your absence of leave semester. From the point of view of the social insurance, you are considered a student for the duration of the semester of study, unless you are employed for more than 20 hours a week.</p> <p>Financial assistance, such as Grants for Students (BAFöG) or education loans, is not granted for the duration of the leave of absence. In addition, check with your child benefit office whether you lose your claim to child benefit if you take an absence of leave semester.</p>
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	