

99061001116000, 99061001116000

Applying for a leave of absence from your studies

Heruntergeladen am 06.07.2025

<https://fimportal.de/xzufi-services/517856816/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99061001116000, 99061001116000
Leistungsbezeichnung I	Applying for a leave of absence from your studies
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Niedersachsen
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)

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Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	05.10.2023
Fachlich freigegeben durch	Lower Saxony Ministry of Science and Culture
Handlungsgrundlage	Regulations can be found in the enrolment regulations of the respective university.
Teaser	Do you want to or do you have to interrupt your studies? Apply for a leave of absence at your university.
Volltext	<p>If you would like to interrupt your studies for study-related or personal reasons, there is the possibility of a leave of absence. As a rule, leave of absence is granted if there is an important reason. During the leave of absence, you will retain your student status. This means that the membership rights as a student are retained. As a rule, however, the entitlement to participate in courses and take examinations expires.</p> <p>According to § 7 para. 6 sentences 2 and 3 NHG, the higher education institutions can regulate by regulation that students who are on leave due to a semester abroad can take examinations.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> • Completed application • As a rule: documents that are suitable to prove the reason for the leave of absence. <p>The higher education institutions are responsible for regulating the reasons for a leave of absence and the evidence that must be provided.</p> <p>Common reasons for leave of absence are, for example:</p> <ul style="list-style-type: none"> • Own illness • Maternity Leave, Pregnancy • Caring for a child • Caring for a relative • Conducive study abroad • Conducive internships • Military service and alternative service

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	<ul style="list-style-type: none"> • Participation in academic or student self-administration • Other important reasons <p>Further information on requirements, reasons and evidence can be found on the website of the respective university.</p>
Voraussetzungen	<p>is to be enrolled in the relevant higher education institution.</p> <p>A leave of absence is usually granted if there is an important reason, see: Required documents.</p> <p>In addition, the number of semesters of leave is usually limited.</p> <p>Semesters of leave are not counted as semesters.</p> <p>It is not possible to take a leave of absence retroactively for a semester that has already been completed.</p>
Kosten	<p>Students on leave of absence are exempt from paying the administrative fee fee.</p> <p>Information on the possibility of having other components of the semester fee reimbursed can be found on the website of the respective university.</p>
Verfahrensablauf	<p>Each university provides a leave of absence application on its website. The completed application must be submitted to the respective university by the deadline together with the evidence for the reason for the leave of absence.</p> <p>After the application has been received by the responsible university office, it will be reviewed and a decision will be made as to whether a leave of absence can be granted.</p>
Bearbeitungsdauer	<p>Your application for a leave of absence will be processed as soon as it has been submitted to the university. As a rule, a decision on the application for leave of absence is made promptly.</p>

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Frist	The application for a leave of absence must be submitted in accordance with the deadline of the respective university. Often, the leave of absence is linked to the re-registration deadline of the respective university.
weiterführende Informationen	
Hinweise	<ul style="list-style-type: none"> - During a leave of absence, the student status is retained. - A leave of absence in the first semester is only permitted in exceptional cases. - Coursework can only be completed in exceptional cases during a leave of absence. - It is not possible to take a leave of absence retroactively for a semester that has already been completed. - Semesters of leave are not counted as semesters of study. - Students on leave of absence are exempt from paying the administrative fee fee. - Options for exemption from other components of the semester fee are to be inquired at the respective university. - Possibility of discontinuation of benefits (e.g. child benefit, BAföG, etc.). Further information can be obtained from the competent authority.
Rechtsbehelf	The rejection of an application for leave of absence is an administrative act that can be judicially reviewed by means of an action for annulment.
Kurztext	<ul style="list-style-type: none"> • Prerequisite: Submission of the application in due form and on time • Only enrolled students can take a leave of absence • As a rule, an important reason for a leave of absence

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must be proven
 • The respective state university of Lower Saxony

Ansprechpunkt
Zuständige Stelle
Formulare

Forms can be found on the websites of the universities:
<https://www.tu-braunschweig.de/i-amt/download>
<https://www.uni-vechta.de/studium/studienorganisation/downloadcenter/i-amt>
<https://hs-h.de/antragsformulare>
<https://studium.hbk-bs.de/beratung/formularcenter/>
<https://www.uni-hildesheim.de/dez3/immatrulationsamt/formulare/>
<https://www.uni-goettingen.de/bewerbung>
<https://www.hawk.de/de/studium/bewerbung/download-und-infocenter-immatrulationsamt>
<https://www.mhh.de/studierendensekretariat/antraege-und-formulare>
<https://www.ostfalia.de/cms/de/immatrulation/>
<https://www.jade-hs.de/studium/waehrend-des-studiums/formulare-und-ordnungen/formulare-des-immatrulationsamtes/>
<https://studienorganisation.hs-osnabrueck.de>
<https://stums.uni-oldenburg.de/qisserver/pages/cs/sysportal/hisinoneStartPage.faces>
<https://www.leuphana.de/college/studium.html>
<https://www.hs-empden-leer.de/hochschule/organisation/einrichtungen/immatrulations-und-pruefungsamt/formulare-downloads>
<https://www.tu-braunschweig.de/i-amt/download>
<https://www.uni-vechta.de/studium/studienorganisation/downloadcenter/i-amt>
<https://hs-h.de/antragsformulare>
<https://studium.hbk-bs.de/beratung/formularcenter/>
<https://www.uni-hildesheim.de/dez3/immatrulationsamt/formulare/>
<https://www.uni-goettingen.de/bewerbung>
<https://www.hawk.de/de/studium/bewerbung/download-und-infocenter-immatrulationsamt>
<https://www.mhh.de/studierendensekretariat/antraege-und-formulare>
<https://www.ostfalia.de/cms/de/immatrulation/>
<https://www.jade-hs.de/studium/waehrend-des-studiums>

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	<p>ms/formulare-und-ordnungen/formulare-des-immatrikulationsamtes/ https://studienorganisation.hs-osnabrueck.de https://stums.uni-oldenburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces https://www.leuphana.de/college/studium.html https://www.hs-emden-leer.de/hochschule/organisation/einrichtungen/immatrikulations-und-pruefungsamt/formulare-downloads</p>
Ursprungsportal	Applying for a leave of absence from your studies, Beurlaubung vom Studium beantragen