

99061001116000, 99061001116000

Interruption of studies Leave of absence

Heruntergeladen am 05.07.2025

<https://fimportal.de/xzufi-services/108377667/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99061001116000, 99061001116000
Leistungsbezeichnung I	Interruption of studies Leave of absence
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Brandenburg
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	26.06.2020
Fachlich freigegeben durch	Ministry of Science, Research and Culture of the State of Brandenburg
Handlungsgrundlage	Enrollment regulations of the respective university https://bravors.brandenburg.de/gesetze/bbghg#24 https://bravors.brandenburg.de/gesetze/bbghg#24
Teaser	Students who are prevented from studying properly for important reasons can be granted leave of absence for a limited period of time.
Volltext	<p>If you wish to interrupt your studies for private, health, financial or other reasons, this must be approved by your university.</p> <p>You will remain enrolled at your university during this time.</p> <p>Students on leave of absence should be able to complete their studies and examinations at the university that granted the leave of absence. The application for a semester of leave of absence must usually be submitted at the beginning of the semester. In the event of illness or other serious reasons, this can also be done during the current semester, but at the latest by the end of the lecture period.</p> <p>As a rule, leave of absence is not granted in the first semester.</p> <p>A retroactive leave of absence for semesters that have already ended is not possible.</p>
Erforderliche Unterlagen	<p>If necessary, you must enclose appropriate proof of the reason for the interruption with your application. This can be, for example</p> <ul style="list-style-type: none"> • Internship contract • Admission to study abroad • Medical certificate of a foreseeable inability to study • Birth certificate of the child

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Voraussetzungen

Reasons for which leave of absence is usually approved:

- Study abroad
- prolonged illness
- voluntary service
- Caring for a relative (spouse, relative in the direct line, first-degree relative by marriage)
- maternity leave, parental leave
- Taking up an internship that serves the study objective
- Starting a business
- Activity in academic or student self-administration
- Prison sentence to be served

You can discuss other important reasons with your university.

Note: In order for a leave of absence to be approved, different requirements must be met and documents must be provided depending on the type of university and the degree program you are attending. You can find more information on this in your university's online offerings or at the Student Advisory Service.

Kosten

In the event of a leave of absence after the re-registration period, additional administrative fees of approx. 10.00 € may be due.

Verfahrensablauf

The leave of absence must be submitted in writing to your university (usually to the office of the department responsible for you). A justification and, if applicable, supporting documents must be attached to the application. Forms and online forms can be obtained from the relevant office or downloaded.

Leave of absence is only granted for one full semester. It can be extended for a further semester if the reason for the leave of absence still applies. Repeated leave of absence is possible under certain circumstances.

The head of degree program decides on the approval. You will receive a written notification. A positive notification contains the reason for the leave of absence, the duration of the leave of absence and the

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last semester in which you were enrolled.

You will receive a certificate of enrollment for the semester of leave as usual.

It is often not possible to attend courses during the leave of absence (possible exceptions: Leave of absence due to maternity/parental leave and/or caring for close relatives).

The application for leave of absence can be withdrawn by the end of the lecture period of the semester for which the leave of absence was granted by means of an informal written declaration.

Bearbeitungsdauer

Varies depending on the university

Frist

Students on leave of absence must re-register in due time for the semester following the last semester of leave.

weiterführende Informationen

<https://www.uni-potsdam.de/de/studium/konkret/studienorganisation/beurlaubung>
<https://www.b-tu.de/myBTU/pages/cs/sys/portal/hisino/neStartPage.faces>
<https://www.europa-uni.de/de/studium/organisation/beurlaubung.html>
<https://www.fh-potsdam.de/beurlaubung/>
<https://www.th-brandenburg.de/studium/information-und-beratung/studierendenverwaltung/studienverlauf/>
<https://www.hnee.de/de/Studium/Infos-zum-Studium/Fr-Studierende/Beurlaubung/Beurlaubung-beantragen-E6645.htm>
<https://www.th-wildau.de/index.php?id=12970>
<https://www.uni-potsdam.de/de/studium/konkret/studienorganisation/beurlaubung>
<https://www.b-tu.de/myBTU/pages/cs/sys/portal/hisino/neStartPage.faces>
<https://www.europa-uni.de/de/studium/organisation/beurlaubung.html>
<https://www.fh-potsdam.de/beurlaubung/>
<https://www.th-brandenburg.de/studium/information-und-beratung/studierendenverwaltung/studienverlauf/>
<https://www.hnee.de/de/Studium/Infos-zum-Studium/Fr-Studierende/Beurlaubung/Beurlaubung-beantragen-E6645.htm>

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	E6645.htm https://www.th-wildau.de/index.php?id=12970
Hinweise	You should definitely check the effects of a leave of absence on scholarships/study grants, insurance contributions, tax allowances, child benefit, grants, etc. in advance. The statutory health insurance should remain in place during a leave of absence. BAföG payments are not made during a semester of leave, unless it is BAföG abroad. Anyone working during the semester of leave is fully liable for social security contributions.
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Interruption of studies Leave of absence • Application necessary • There are important reasons (e.g. illness, study abroad, pregnancy, raising children, caring for close relatives) • The head of degree program decides on approval • Responsible: respective university
Ansprechpunkt	
Zuständige Stelle	the respective university
Formulare	Forms: Application form
Ursprungsportal	Interruption of studies Leave of absence, Unterbrechung des Studiums Beurlaubung