

Information Sheet for Leaves of Absence

Extract from the University of Greifswald's *Immatrikulationsordnung* (Enrolment Regulations)

§ 20 Leave of Absence

(1) On written request, a student can be granted a leave of absence from his/her studies, due to an important reason.

Important reasons include in particular:

1. Illness which makes normal study impossible, especially if it lasts for more than half of the lecture period; a doctor's certificate must be presented,
2. Care of a close relative who is ill or otherwise in need of help, if it lasts for more than half of the lecture period; a doctor's certificate must be presented,
3. Pregnancy, maternity protection and childcare at times in which there would be entitlement to parental leave if there was an employment contract,
4. Study-related period of residence abroad
5. Absence from the University due to a study-related internship, which is not part of the degree course, or due to collaboration on a research project, if this lasts for more than half of the lecture period; proof must be provided,
6. Military service (*Wehrdienst*), civil service (*Zivildienst*), Federal Volunteers Service (*Bundesfreiwilligendienst*), voluntary social year (*FSJ*) or a voluntary ecological year (*FÖJ*). A corresponding certificate must be presented in original form or as a legally attested copy.
7. Voluntary work
9. Other

(2) Each leave of absence is granted for the duration of a full semester. Generally, the student can only be granted a leave of absence for the current or coming semester, not for semesters in the past. Repeated leaves of absence are possible. A student may usually be granted up to four, if however consecutive, a maximum of two semesters of absence for one degree course; this does not apply to leaves of absence defined in Section 1, Numbers 1 to 3 and Number 6. A leave of absence for the first subject semester is usually only possible for the reasons stated in Section 1, Numbers 1 to 3. Leaves of absence can also usually only be granted for examination semesters for the reasons stated in Section 1, Numbers 1 to 3.

(3) Leave of Absence Request Forms must usually be submitted in the re-registration period, but at the latest by the start of the lecture period. The presence of an important reason according to Section 1 must be proven in due form. If a student learns of a reason for a present or future leave of absence after the start of the lecture period, s/he must request a leave of absence for the current semester immediately. A leave of absence will not be granted for reasons that have occurred after the end of the lecture period. Requests that have been submitted late will be rejected as inadmissible. Leaves of absence for a further semester must be re-requested.

(4) A request for a leave of absence which has already been approved can be withdrawn in writing by the 15th November at the latest for a winter semester and by the 15th May at the latest for a summer semester.

(5) Semesters of leave do not count as subject semesters. Examinations can only be taken and credits only gained during a leave of absence if requested by the student as part of proven studies abroad, otherwise only as exceptions, with permission from the Rectorate; this also applies to examinations or assessed coursework which were taken or submitted in the relevant semester, prior to the approval.

(6) The membership rights and duties of self-government are set out in the University of Greifswald's *Wahlordnung* (Electoral Regulations)

Documents to be submitted:

If the request form is submitted during the official re-registration period:

- Leave of Absence Request Form (request form)

If the request form is submitted after re-registration:

- Leave of Absence Request Form (request form)
- Certificates of enrolment that have already been received/Student ID Card (*Semesterblatt*)

Depending on the reasons for submitting the request, the student must attach suitable proof to the request form (doctor's certificates, certificates of enrolment or admission letters from foreign universities with a German translation and/or confirmation from the International Office or the institute responsible, draft notice or the internship contract).

If the degree course is to be continued straight after the leave of absence, students must re-register on time for the following semester.

If you will not be in Greifswald or will be abroad, please remember, if necessary, to appoint a person you trust to carry out the re-registration formalities on your behalf (with written authority!).

If you are entitled to BAföG, it might be necessary to consult the BAföG authorities prior to submitting the request.

If you intend to deregister after the end of the semester of absence, this must be requested on the corresponding request form, which is available from the Students' Registration Office.

In accordance with the *Beitragsordnungen* (contribution regulations) from Student Services and the student body, the Semester Fee can be reimbursed for the leave of absence.

Requests can be obtained in the Students' Registration Office.

PLEASE NOTE!

Leaves of absence do not count as subject semesters; a leave of absence is not usually possible for the first subject semester. Examinations cannot be taken nor can credits be gained during the leave of absence, apart from if you can prove you studied abroad.

This also applies to dissertations, which have to be started within a specific time period after the final subject/module examination or if examinations have to be retaken in the following semester.

Exemptions to the rule that no examinations may be taken or credits gained during a leave of absence can be made by the Rectorate.

A corresponding justified request of exemption must be submitted in writing to the Central Examinations Office.

If you would like to request a leave of absence, please find out from the Central Examinations Office prior to submitting your request, whether there are reasons which could oppose your request.

Students must still make their student contribution and have health insurance during their leave of absence.

This information sheet is to be seen as a reference and to be used for the understanding of the corresponding German documents. Only the German version of the original document is legally binding.