# Leave of Absence Application

**DEADLINE FOR SUBMISSION:** within the re-registration period for the corresponding semester, at the latest until the end semester for which the leave is being requested. (SoSe = 30.09. / WiSe = 31.03.)

**DEPARTMENT**  
- [ ] German  
- [ ] Foreign  
  - Student Service (Karos) at TU Darmstadt  
  - International Admissions (Referat VIII A) at TU Darmstadt

**Semester Selection:**  
- [ ] Summer Semester 20_____  
- [ ] Winter Semester 20_____ /_____

<table>
<thead>
<tr>
<th>Student ID Number (Matrikelnummer)</th>
<th>Last Name, First Name (Please write legibly)</th>
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**Email / Telephone Number** (This is also a required field!)

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**I AM REQUESTING A LEAVE OF ABSENCE FOR THE FOLLOWING REASON:** (Please check the appropriate box and attach the relevant documents)

- [ ] **Illness**, which prevents a regular course of study in the semester listed above.  
  *Proof must be provided* via a doctor’s note (Attest) which includes the expected duration of the illness.

- [ ] **Study-Related Internship** → [ ] in Germany  
  [ ] International  
  If the information regarding “in Germany, international” is not filled out, a German internship will be recorded.  
  *Proof must be provided* via confirmation from the Office for Student Affairs, see the box to the right.

- [ ] **Study Abroad**  
  *Proof must be provided* via a copy of the confirmation from the International Office at TU Darmstadt and Admission to the Partner University “Letter of Acceptance” OR via confirmation from the Office of Student Affairs (Studienbüros), see the box to the right, for the semester listed above.

- [ ] **Maternal Leave**  
  *Proof must be provided* via a copy of an excerpt from your maternal health passport (Mutterpass).  
  Your name and the expected due date of your child must be identifiable on the copy. Your request for a Leave of Absence will result in your obligation to officially register the birth of your child to the regional council (Regierungspräsidium) of Darmstadt, according to §27 Sec. 1 No. 1 of the Maternity Protection Act (MuSchG). The form entitled "Mitteilung einer schwangeren oder stillenden Studierenden" can be found at [https://www.intern.tu-darmstadt.de/dez_iv/downloads/index.de.jsp](https://www.intern.tu-darmstadt.de/dez_iv/downloads/index.de.jsp), and is also to be filled out and submitted to the Office of Student Affairs (Studienbüro).

- [ ] **Paternal Leave**, Caring for children according to §15 of the Federal Child-Raising Allowance Act (BErzGG).  
  *Proof must be provided* via a copy of your child’s birth certificate.

- [ ] **Caring for Dependent Relatives**  
  *Proof must be provided* via a doctor’s note (Attest), which states the dependency of the relative, the expected amount of time you will be caring for your relative, and that you, specifically, are responsible for caring for your dependent relative.

- [ ] **Sports Participation on the Federal Level**  
  A-, B-, C-, or D/C-Team in a professional organisation of the German Olympic Sports Confederation (DOSB).  
  *Proof must be provided* via a certificate from the corresponding professional organisation.

- [ ] **Service as an Appointed or Elected Representative in the Academic or Student Self-Administration**  
  *Proof must be provided* via a certificate from the election office or the chairperson of the corresponding committee, which confirms your participation, the duration of your term, as well as the substantial demands on your time, which have been caused by your service as a representative.

- [ ] **Other Important Reason**  
  *Proof must be provided* via an individual, written certificate.  
  Non-important reasons include non-study-related internships, financing of studies, working in a family business, Bachelor/Master Thesis

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**STATEMENT**  
I have read and understood the information listed in this Leave of Absence Application, as well as in the Checklist on the opposite side of this form. The evidential documents which I submit in addition to this form are authentic and accurate. I have also communicated any changes in the details of my case from the previous semester. By submitting this form, I am also submitting an unequivocal declaration of my intent, thereby relinquishing my ability to retract my application.

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**Bestätigungsvermerk des Studienbüros**  
(nur bei Grund 2 u. 3)  
Hiermit wird der Bezug des Beurlaubungsgeldes zum Studium bestätigt.

- [ ] SoSe  
- [ ] WiSe

Anzahl der genehmigten Semester __________

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**The following information will be filled out by a representative of the TU Darmstadt:**

Die Änderung wurde erfasst am ___________________,   von (Sachbearbeiter) ___________

Neuer Lepo wg. Änderung wurde ausgestellt:  
- SoSe → JA  
- WiSe → JA

Updated: March 2020
Check List

Important Information about your Leave of Absence

Certificate of Academic Achievement / Examinations

- A Leave of Absence generally prohibits the acquisition of certificates of academic achievement (credits and examinations)
  
  Exceptions:
  - Maternity/Parental Leave according to §15 of the Federal Child-Raising Allowance Act (BErzGG)
  - Caring for Dependent Relatives
  - Service as an Appointed or Elected Representative in the Academic or Student Autonomous Government
  - Study Abroad or Study-Related Internship
  - The retaking of failed exams is possible without an exemption
  
- Current exam deadlines will not be suspended or extended by a Leave of Absence. If you have any questions about this, please contact your Office of Student Affairs.

- In the case of a Leave of Absence, which is to begin in the current semester, and for which the student is not responsible, the student must prove, in some cases, that no certificate of academic achievement has been achieved.

BAföG (The Federal Training Assistance Act):

- Taking a Leave of Absence can have consequences for any BAföG benefits you may currently receive. Make sure to inform yourself about these potential consequences in a timely manner at the Office for Education and Training Assistance (Amt für Ausbildungsförderung) [www.tu-darmstadt.de/bafoeg](http://www.tu-darmstadt.de/bafoeg) (only in German)

Fees / Semester Ticket:

- The semester fees / administrative fees must still be submitted before the re-registration deadline
  [www.tu-darmstadt.de/semesterbeitrag](http://www.tu-darmstadt.de/semesterbeitrag)

- The semester ticket portion of these fees can be reimbursed by AStA per request
  [www.tu-darmstadt.de/semesterticket-rueckerstattung](http://www.tu-darmstadt.de/semesterticket-rueckerstattung)

Duration:

- The duration of a Leave of Absence is limited to 6 semesters, independent of whether or not multiple different reasons have been claimed. Leaves of Absence because of maternity / parental leave are not calculated into the 6-semester limit.

Child Benefit / Children’s Allowance (Kindergeld):

- Taking a Leave of Absence can have consequences for any child benefits you may currently receive. Make sure to inform yourself about these potential consequences in a timely manner at your respective child benefit fund (Kindergeldkasse).

Health Insurance:

- Taking a Leave of Absence can have consequences for any health insurance benefits you may currently receive. Make sure to inform yourself about these potential consequences in a timely manner via your health insurance provider.

Scholarships / Funding Programme

- Taking a Leave of Absence can have consequences for any scholarships / monetary support you may currently receive. Make sure to inform yourself about these potential consequences in a timely manner via foundation or sponsor providing this support.

Right to Vote:

- You may participate in the self-administration of the university; however, you may not actively vote during your Leave of Absence.

The Leave of Absence is modeled after §8 of the most recent version of the Hessian Enrolment Regulation (HImV) (Hessischen Immatrikulationsverordnung).
You can find more information about the processing of the data attributed to your Leave of Absence in TU Darmstadt’s privacy statement: www.tu-darmstadt.de/datenschutz (only in German)

Die Beurlaubung richtet sich nach den Regelungen in § 8 der Hessischen Immatrikulationsverordnung in der jeweils gültigen Fassung.
Zur Verarbeitung der von Ihnen im Rahmen Ihres Beurlaubungsantrags angegebenen Daten wird auf die Datenschutzerklärung der Technischen Universität zu finden unter:
www.tu-darmstadt.de/datenschutz verwiesen.