

# CHECK LIST



TECHNISCHE  
UNIVERSITÄT  
DARMSTADT

## 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](http://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](http://www.tu-darmstadt.de/datenschutz) verwiesen.*