



An die  
Universität Konstanz  
Abteilung Studium und Lehre  
Studierenden-Service-Zentrum  
78457 Konstanz  
GERMANY

**Contact**

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[www.uni.kn/en/study/get-in-touch](http://www.uni.kn/en/study/get-in-touch)

## Application for leave of absence

Summer Semester

20 \_\_\_\_

resp. Winter Semester

20 \_\_\_\_ / 20 \_\_\_\_

<b>Surname, first name:</b>			
<b>Sudent-ID-no.:</b>	01/	<b>Semester of studying and at university:</b>	
<b>Address (street, post-code, city):</b>			
<b>Phone/mobile/email:</b>			

I apply for a leave of absence for the following important reason:

- Study abroad in the following country and university:**  
You always have to obtain the approval of the department. This is omitted for students of foreign-language studies only for the first two terms abroad. Please submit the Erasmus-certificate of the International Office or the invitation of the foreign university. For obligatory internship or abroad semester which is included in the regular duration of studies a semester on leave of absence is not possible (§ 12 paragraph 1 sentence 2 ZImmO).
- Internship that serves the completion of studies or comparable occupation**  
You have to verify the approval of the department. In addition, please submit a written justification and a copy of the employment contract. For obligatory internship or abroad semester which is included in the regular duration of studies a semester on leave of absence is not possible (§ 12 paragraph 1 sentence 2 ZImmO).
- Illness**  
Please submit a specialist medical report or our supplementary sheet which shows the period and the reason of study inability and the concerning reason. In addition, students of law (degree: 1st state examination) have to verify the approval of the department (see page 2).
- Maternity/parental leave to care for a child until the age of three**  
Please submit an official letter from the doctor that confirms the expected date of birth or a copy of your child's birth certificate.
- Child care until the age of five, when the child lives at the same home and there is a child custody**  
Please attach a copy of the certificate of birth.
- Care leave for close relatives who depend on care (e.g. parents, spouse)**  
Please submit a current verification of the public health care, which also shows that **you** are caring for and supplying.
- Voluntary military service, "Bundesfreiwilligendienst" or alternative national services**  
Please submit a copy of the draft notice or equivalent documents.
- Other important reason (please select only when no other reason applies)**  
Please submit a particular written justification and corresponding documents.

.....  
City, date

**X**  
.....  
Your signature

**Please turn over!**

### Appraisal of the Department:

The Department agrees with the request for leave of absence:

yes  no

**In case of rejection:** Please add the reason on separate sheet.

.....  
City, date

**X**

.....  
Signature and official stamp/seal

### Important advices concerning the application:

Incidentally we refer to § State University Law (LHG) in connection with § 12 Statute for Matriculation and Enrolment (ZImmO) and the website of the University of Konstanz (www.uni.kn > Study > While you study > Formalities > Taking leave of absence).

- 1) **The application for leave of absence is to be filed at the Student-Service-Centre (SSZ) within the lecture period immediately after occurrence of the reason for being absent during the corresponding semester.** If the reason for the leave of absence is an unexpected case of hardship it is possible to grant a grace period until the end of the semester (summer semester 30.09. resp. winter semester 31.03.). A leave of absence is not possible for already finished semester. The reason for the leave of absence has to be verified with appropriate certificates resp. documents. Should the reason for the leave of absence not apply any more at a later date, you must inform the SSZ immediately and unrequested. You will get a separate notification about the application.

In addition, **students of law** (degree: 1st state examination in law) have to obtain **additionally and immediately a medical certificate from a doctor as per § 14 para. 5 Gesundheitsdienstgesetz ÖGDG (public health service law)**. This certificate must contain the diagnostic findings required for an assessment of your inability to continue your studies (§ 22 paragraph 1 no. 1 resp. § 23 paragraph 1 sentence 1 State Statute for Lawyer Education and Examination (JAPrO) as amended from time to time). You can find a current list of authorized doctors as well as the corresponding form on the website of the Landesgesundheitsamt (health authority): <https://www.gesundheitsamt-bw.de> > Service > Ärztliche Bescheinigungen bei Juristenausbildung.

- 2) **Suspended students still have to re-register** if they want to continue their studies at the University of Konstanz in the next semester. Therefore, they have to pay the required fees and contributions for the proximate semester too. However, a refunding of the administrative, the social or student body contribution is not prescribed in the State University Law for Fees (LHGebG) as well as in the Statutes for the Social Contribution of Seezeit Association for Student Services resp. for the General Student's Committee.
- 3) **During a semester on leave students are not allowed to participate in student government at the University of Konstanz.** They are not authorized to use any University facilities except for the library and the Computer Centre. Furthermore, they are not allowed to attend lectures and participate in examinations which refer to lectures offered during the semester on leave of absence. In individual cases the respectively responsible examination committee decides about exceptions on the basis of a reasonable application.

**Not affected hereof are students on leave of absence because of maternal/parental resp. care leave.** They are entitled to participate unlimitedly on lectures and examinations and may as well use all facilities of the University. Students with a child may utilise parental leave not only for the first three years of a child but alternatively also for the first two years plus two additional years in the period of time in which the child is two and seven years old (at most up to the eighth birthday). Both parents may apply at the same time for parental leave. The time of care leave is limited by law to six months for each relative.

**During a semester on leave of absence students may participate in not course-related final and intermediate examinations as well as resists which refer to lectures of past semesters.** Suspended students which registered already for an examination but do not want to participate anymore because of the leave of absence have to file an application for withdrawal from the examination timely before the examination.

In case the student took examinations in the running semester before filing the application those tests remain valid. The SSZ will inform the concerned department(s) immediately about the suspension of the student.

- 4) **The leave of absence always affects the whole semester.** A suspension for part of the semester is not possible. As a rule, students in the first semester are not permitted to take a leave of absence unless an unexpected case of hardship. The same rule applies for maternal/parental resp. care leave.