

## Request for Leave of Absence

Universität Vechta  
Immatrikulationsamt  
Postfach 1553  
49364 Vechta

for  
winter semester  
summer semester  
Year:

send by email to:  
[immatrikulationsamt.beurlaubungen@uni-vechta.de](mailto:immatrikulationsamt.beurlaubungen@uni-vechta.de)

Student ID number \_\_\_\_\_

Surname, first name \_\_\_\_\_

Students at the University of Vechta are required to always update their personal address and contact details via [OnlineService](#).

### Reason for the leave of absence (see overleaf for explanations):

- Health reasons (please enclose medical certificate)
- Preparation for a final examination (please enclose transcript of records)
- Internship/placement (please enclose a copy of the respective contract)
- Studies abroad (please enclose proof of type and duration)
- Voluntary services (e.g. Freiwilliges Soziales Jahr) (please enclose proof)
- Pregnancy or childcare (please enclose a copy of your Mutterpass (pregnancy record book) or your child's birth certificate)
- Other reasons (please explain and substantiate on a separate sheet)

### Exemption from paying semester fees

I apply for exemption from the payment of semester fees, as I will neither make use of the Student Services (e.g., dining hall) nor the services of the student body (e.g., semester ticket). (see overleaf for explanations)

I will use the services mentioned above and will transfer the semester fees without the [administrative fees](#).

I have taken note of the examination guidelines applicable during the leave of absence.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
signature of the applicant

## Notes on the application for a leave of absence and the associated exemption from fees

1. Exemption from the semester fees requires a granted leave of absence. In the case of a complete exemption from fees, the **UniCard is not valid as a semester ticket** and the **Student Services (dining hall) cannot be used**. In the case of a subsequent leave of absence (after re-registration), the payment is only refunded after the UniCard has been returned to the Admissions Office.
2. Leave of absence can only be granted in accordance with the Regulations for Enrolment, Renewal and Termination of Enrolment (see excerpt at the end of the document). As per Section 19 of the Lower Saxony Higher Education Act (NHG), a leave of absence/re-registration for the following semester is not permitted after having passed a final examination or failed a final examination at the final permitted attempt. During semesters on leave, students are not entitled to the federal student loan programme (BAföG), unless a semester/stay abroad can be funded due to special regulations (for more information, please contact the Osnabrück Student Services, Amt für Ausbildungsförderung (Student Financing), Neuer Graben 27, 49074 Osnabrück, Germany).
3. Leave of absence for childcare cannot be granted beyond the period of parental leave (three years).
4. Students on leave of absence are currently exempt from the administrative fees (EUR 75.00).

### Excerpt from the Regulations for Enrolment, Renewal and Termination of Enrolment

#### § 6 Leave of Absence

- (1) Students shall be granted leave of absence upon their written application for the duration of a compulsory service within the meaning of Section 34 of the Framework Act for Higher Education (HRG). The application shall be accompanied by a certified copy of the notice of compulsory service.
- (2) Students may be granted leave of absence for good cause upon written application. The application has to be submitted to the university by the end of the re-registration deadline. A later submission is only permitted in justified exceptional cases. The good cause has to be proven. Leave of absence is only permitted for full semesters and, as a rule, only for a maximum of two consecutive semesters. In justified exceptional cases, leave of absence is possible for more than four semesters within a degree programme. Leave of absence for compulsory service shall not be taken into account.
- (3) Good reasons within the meaning of subsection 2 include in particular:
  1. illness of applicant or care of a close relative in need of care,
  2. study stays abroad which are necessary or beneficial for the degree programme (without being stipulated in the Programme Regulations as period of study abroad), have a minimum duration of three months and overlap with the lecture period of the University of Vechta at least to some extent,
  3. activities as an elected representative in academic or student self-governance,
  4. pregnancy, maternity leave or childcare during parental leave,
  5. completion of an internship/a placement that is required or beneficial for the degree programme (without being stipulated as a practice semester in the Programme Regulations) and takes up at least half of the semester.
- (4) Leave of absence is not permitted for
  1. the first regular semester, with the exception of a stay abroad in the first regular semester of a consecutive Master's degree programme,
  2. past, completed semesters,
  3. the semester of an expiring degree programme which is offered at the University of Vechta for the last time and which the university has to maintain only until that time (also applies to semesters after that).

<sup>2</sup>By way of derogation from sentence 1 no. 1, a leave of absence may also be granted in the first semester of the course of study, in particular if the course of study is started but cannot be continued due to the occurrence of an impediment that is unforeseeable and beyond the responsibility of the student.

- (5) During the leave of absence, the students retain their rights as university members; however, they are not entitled to coursework and examinations at the University of Vechta during this period. Exceptions are in §§ 7 sentence 4 and 16 para. 3 Framework Examination Regulations (RPO) (use of the so-called mobility window).

- (6) During the period of leave, the student shall be exempt from payment of the fees and charges payable directly to the University. The contribution for the Studentenwerk Osnabrück (§ 70 (1) NHG) must be paid if its benefits are to be used during leave of absence, this must be stated when applying. The Beitragsordnung der Studierendenschaft (fees regulations of the student body) as amended determines the exemption from student fees as per § 20 (3) NHG..
- (7) As a rule, semesters on leave are not counted as regular semesters. They will be credited if an internship/a placement with at least 20 credits, which is required as per the Examination Regulations, is completed during this time, or if examinations are taken during a study stay abroad and are recognised as academic achievements at the University of Vechta. If academic achievements are recognised (at least 20 credits), the first semester on leave will be counted as a regular semester. The second and any further semesters on leave will be counted as regular semesters if at least 25 credits each are recognised. The student is obliged to apply for corresponding recognition as a regular semester at the Admissions Office within the semester following the stay abroad. A copy of the certificate of recognition has to be enclosed with the application.