



**h\_da**

HOCHSCHULE DARMSTADT  
UNIVERSITY OF APPLIED SCIENCES

**SSC**

STUDENT SERVICE CENTER

**Postal address:**

Haardtring 100 64295 Darmstadt  
Germany

**Address for visitors:**

Schöfferstraße 3 Building C23  
64295 Darmstadt Germany

[helpdesk@h-da.de](mailto:helpdesk@h-da.de)

[www.h-da.de/ssc](http://www.h-da.de/ssc)

h\_da incoming post stamp

## APPLICATION FOR LEAVE OF ABSENCE

### Personal details

Student ID number \_\_\_\_\_  
Last name \_\_\_\_\_  
First name \_\_\_\_\_  
Degree programme \_\_\_\_\_

### Address

Street \_\_\_\_\_ No \_\_\_\_\_  
Postcode \_\_\_\_\_ Town/city \_\_\_\_\_  
Tel. (optional) \_\_\_\_\_ Email \_\_\_\_\_  
Beantragungszeitraum summer semester (SS) \_\_\_\_\_ or winter semester (WS) \_\_\_\_\_

### Reason

- Illness
- Internship which is not part of the degree programme
- Graduation is pending on the submission of one last course certificate or defence of the thesis
- Period abroad
- Maternity leave/parental leave/caring for relatives
- Membership of a top-level sports association in the Olympic Sports Confederation
- Other

On page 2 of this application for leave of absence you will find information about the reasons for taking leave of absence and **the documentary evidence required in each case.**

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

Please read the notes about **applying for leave of absence** (page 3).

By signing this form you confirm that you have read and understood all the information contained in the notes.

For official use by the h\_da. Please leave blank.

Please read the following page.»

- Approved
- Rejected

Place, date \_\_\_\_\_ Signature \_\_\_\_\_  
of SSC

### Illness

During the semester indicated above you are prevented from pursuing your regular course of study due to illness. (Please submit a doctor's certificate signed and stamped by your doctor with this application, detailing the type of illness and its probable duration.)

### Confirmation from the faculty

(Please use this section for confirmation from your faculty.)

- Internship** (not an internship semester/period)  
You are undertaking an additional internship.
  
- Period abroad**  
You are spending a semester in another country.
  
- You only need a course certificate or thesis defence to complete your degree.**  
You submitted your final dissertation last semester and now you only need to defend your thesis or to submit a course certificate.

### Bestätigung

Date \_\_\_\_\_ Stamp \_\_\_\_\_ Signature \_\_\_\_\_  
of faculty

### Maternity/parental leave/caring for a relative

- You are pregnant and the period of maternity leave (under section 15 of the German Act on Benefits and Leave for Child Care ["Bundeserziehungsgeldgesetz"]) occurs in the above-mentioned semester. (Please present your maternity record ("Mutterpass") in the SSC as documentary evidence.)
- You are looking after your own child. Leave of absence cannot be granted for more than six regular semesters of study. (Please present your child's birth certificate in the SSC as documentary evidence.)
- You are caring for relatives. (Please submit documentary evidence with this application in the form of a doctor's certificate indicating the care required, the scope and frequency of the care, and your involvement in the activities of caring.)

### You need only to obtain one more course certificate or to defend your thesis.

- It is possible to obtain leave of absence if you have completed your Bachelor's, "Diplom" or Master's thesis and only need to pass one examination in the next semester in order to graduate. This must be confirmed by your faculty (see above).
- You cannot take leave of absence in order to write your Bachelor's, "Diplom" or Master's thesis.

### Other reasons

- You are under considerable time pressure due to your work in the bodies of the university, students' representative bodies or the Association for Student Affairs. (Please attach a certificate from the electoral office for members of the Senate or from the board of the Association for Student Affairs.) Please note: in these cases leave of absence is limited to two semesters!
  
- Compelling personal reasons (please indicate in writing the reason for your application, or else make an appointment to attend the Student Service Center in person).

## Notes for your application

Leave of absence is granted in accordance with section 8 of the Ordinance on the Enrolment Process and the Processing of Personal Data at the Universities and Institutions of Higher Education of the state of Hesse ("Verordnung über das Verfahren der Immatrikulation und die Verarbeitung personenbezogener Daten an den Hochschulen des Landes Hessen").

Your application for leave of absence can only be processed after you have re-registered. It is not possible to grant leave of absence for a semester you have already completed.

Leave of absence is limited to a maximum of six semesters. Exceptions can be made for parental leave.

Semesters when you are on leave of absence do not count as regular semesters of study.

Please ensure that your doctor's certificate bears the doctor's original stamp and signature.

If you have had an accident you should inform Luise Langosch at the Association for Student Affairs, tel. 06151 16-29954 Postfach 10 13 21, D-64213 Darmstadt, Germany, without delay. Your insurance protection extends to all activities connected with attending the University of Applied Sciences and to your leisure time.

If, during your semester on leave of absence, you are unable to use the semester ticket, you have the option of applying to the student union (ASTA, [www.asta-hochschule-darmstadt.de](http://www.asta-hochschule-darmstadt.de)) for reimbursement of the portion of your semester fee that goes to the RMV public transport provider. (Please note the relevant deadlines.)

If you receive German federal training assistance ("BAföG"), you must report your leave of absence to the Education Assistance Office ("Amt für Ausbildungsförderung"), because, as a rule, you will not receive financial assistance for your period of leave of absence.

We recommend that you take out adequate health, accident and liability insurance for the duration of any period spent abroad. You should check whether you need additional insurance. Leave of absence in the first semester is only possible in exceptional circumstances.