

Application for a leave of absence for the

Registrar's Office
Bldg. 21.02, Universitätsstr. 1
40225 Düsseldorf

Winter semester _____

Summer semester _____

**Deadline for application submission
(cut-off date!!!):**

**Winter semester: 31 March
Summer semester: 30 September**

Student ID number								
Last name								
First name								

I hereby request a leave of absence pursuant to § 9 of the enrolment regulations for the following reason and include all required proof (please check where appropriate):

- Completion of voluntary service (federal volunteer service/voluntary year in the environmental sector/voluntary social year) (confirmation of service)
- Ill health, usually for a maximum of two semesters (see pages 2 and 3)
- Care and support for relatives (see page 4)
- Completion of an internship which represents a key contribution to study programme success or serves a subsequent doctoral programme, for a minimum of six weeks and a maximum of two semesters (internship agreement and statement from the department)
- Studies abroad, for a maximum of two semesters (certificate from the corresponding university abroad)
- Childcare up to the end of the third year of the child's life (copy of the child's birth certificate and current proof of residence of the child and the applicant)
- Pregnancy (copy of your pregnancy record booklet)
- Holding of a position in student politics (chair or other officer on the General Student's Committee, chair of the student parliament) for a maximum of two semesters (confirmation of the position of office)
- Founding of a company (proof)
- Other important reasons (e.g. elite athletes: participation in the Olympics or championships at state, national or international level)

The leave of absence applies for the duration of one semester. A leave of absence is not permitted for the first subject-related semester with the exception of Master's or doctoral study programmes. The semester fee will be reduced in the case of ill health and studies abroad. You can find the reduced semester fee amount here:

<https://www.hhu.de/en/studies/translate-to-english-bewerbung-und-einschreibung/re-registrations/semester-on-leave>

Note on completing work related to the study programme

Pursuant to § 48 (5), Sentence 3 of the Higher Education Act of North Rhine-Westphalia (*Hochschulgesetz NRW*) (HG NRW), students on a leave of absence are not permitted to complete course or exam work, fulfil course prerequisites in the meaning of § 64 (2), No. 2 HG NRW, gain study credits or take exams. This does not apply to resits and to the fulfilment of course prerequisites within the framework of studies abroad or a practical semester for which the leave of absence has been taken. A further exception also applies for students who have taken a leave of absence to care for and support relatives or for the purposes of childcare. In the event of withdrawal from an exam, the leave of absence does not constitute an exemption from the obligation to notify the corresponding examination authority/examination board.

I explicitly declare that, in the semester of my leave of absence, I have not taken any exams to date and that I do not intend to take any exams.

Date: _____ Signature: _____

Note on leaves of absence due to ill health

Pursuant to § 9 (1), Letter b) of the enrolment regulations, a leave of absence may be granted for compelling grounds when the student is unable to attend any classes due to ill health **and** their condition prevents achievement of the expected study performance in these classes in the current semester.

To this end, it is necessary to provide concrete, detailed and clear information about the consequences the certified illness has on your ability to manage day-to-day student life and what consequences are expected with certainty for the semester for which you are seeking a leave of absence.

In addition, the medical report should address these questions to back up the information you provide.

It is not sufficient to provide a medical certificate stating symptoms (in a way that a layperson can understand). Medical certification of an illness does not on its own automatically mean that you will be unable to participate in classes and take exams during the semester as a result of the illness. It is therefore important to provide convincing and verifiable proof of whether, how and in what circumstances the health limitations will negatively impact your studies.

The decision on whether you can be granted a leave of absence due to ill health (§ 65 (5), No. 3 HG NRW) is a purely legal issue that must be decided by the Registrar's Office on the basis of the information you provide, supported by the medical report.

Notes on certifying the impairment of student performance

Explanation for the doctor:

If a student requests a leave of absence for health reasons, they must submit credible proof of the illness to the Registrar's Office without delay pursuant to the applicable enrolment regulations. To this end they require a medical report that enables the Registrar's Office – on the basis of the information you provide as a medical expert – to answer the legal question of whether unfitness to study applies in the sense that proper completion of the study programme is not possible and the student is thus prevented from achieving the expected study performance in the relevant semester. Answering the legal question of whether the proven health issue can justify a leave of absence is not generally the duty of the doctor; rather, the university (Registrar's Office) is ultimately responsible for taking the decision. As it is not sufficient for this assessment that you simply certify that the student is unfit to study, you are asked to provide brief comments on the following points. As a consequence of their obligation to provide proof, students must generally disclose their medical condition for the determination of unfitness to study if they wish their application to be successful. This does not mean that the doctor must state the diagnosis as such, but rather simply the physical and psychological effects of the illness.

No formal structure has to be observed for the medical certificate but it should include the following points:

- 1.) Information on the examined person: last name, first name, date of birth
- 2.) Doctor's declaration:
 - Date of the examination
 - Type, scope and severity of the performance impairments caused by the illness (fluctuations in general day-to-day health, fear of exams, exam-related stress, etc. do not count as significant impairments)
 - Consequences of the performance impairments for participation in classes and exams
 - Start and expected duration of the performance impairments

Note on leaves of absence due to care and support for spouses...

A leave of absence may be granted where a spouse, registered partner, direct relative or direct relative by marriage requires care and support.

Proof of the care activity must include:

- A detailed medical report providing information on the extent and scope of the necessary care
- Officially certified copies of reports from other sources where they provide concrete information on the type and scope of the care required
- Certificate confirming classification in care level II or III pursuant to the German Social Code Book XI (*Sozialgesetzbuch – SGB*) where necessary
- A detailed written statement that the care has been taken on by the applicant themselves, what the care includes, when the care began and the amount of time it involves
- A written explanation of why other people cannot take on this care and the extent to which the care can be provided alongside the course of studies