

Name, surname:

Place, date:

Postcode/ZIP, town:

Date of birth:

Street, house number:

Student ID number:

**An die  
Universität Würzburg  
Referat 2.2 – Studierendenkanzlei  
Sanderring 2  
97070 Würzburg**

**Note:**

If your address has changed, please update your address details in SB@Home. To do so, please go to 'Allgemeine Verwaltung' and select 'Kontaktdaten.'

**Leave of Absence**

I hereby apply for permission to take a leave of absence in the  winter semester 20 or  summer semester 20

**Reason:** (Please read the information overleaf!)

Please tick as appropriate and attach appropriate proof!

= 1 Illness

= 3 Work placement in Germany

= 4 Study abroad period or  = A Work placement abroad

Please specify country.

Please specify the start and end dates of your stay abroad.

Type of mobility programme

- European Union programme (EU sponsored, e. g. Erasmus)  
 Other international/national programme (non-EU sponsored, e. g. university partner programme, *Auslands-Bafög*)  
 None, self-arranged stay

= 5 Volunteer service

= 7 Maternity leave (pregnancy), parental leave

= P Family caregiving

= E Substantial amounts of volunteer work

= 9 Other - Please provide details on an extra sheet!

By signing this document, I confirm that I have read the information overleaf.

Signature

Signature of parent or legal guardian  
(if the student is underage)

Postal address: Sanderring 2, 97070 Würzburg  
Street address: Hubland Nord, Oswald-Külpe-Weg 84 (entrance on the right), 97074 Würzburg  
Office hours: Mondays, Tuesdays, Thursdays, Fridays: 8:00 - 12:00 Wednesdays: 10:00 - 12:00 and 14:00 - 16:00  
Email: studierendenkanzlei@uni-wuerzburg.de

The English text in this document only serves the purpose of providing information on the contents of the corresponding German text.  
Only the German text shall be legally binding.

### **Examinations and assessments:**

**I understand that, while on leave of absence** from my studies at the University of Würzburg, **I will not be allowed to sit examinations or take assessments;** I will only be allowed to retake failed examinations or assessments.

Only during appropriately substantiated periods of maternity/parental leave or periods of caregiving for close relatives may students on leave of absence sit examinations or take assessments.

If you are studying law, please read Section 37 *Ausbildungs- und Prüfungsordnung für Juristen* (Education and Examination Regulations for the Legal Profession, JAPO) regarding the 'free shot' (*Freischussregelung*).

### **Information on leaves of absence and the corresponding application form:**

Students who are prevented by valid reasons from pursuing their studies may usually take a leave of absence of up to two semesters. Semesters on leave of absence will not be included in a student's subject semester count.

The following are considered valid reasons: illness, the completion of a period of study abroad, work placements, substantial amounts of volunteer work, volunteer service, giving birth to and/or taking care of a child, caregiving for close relatives. In particular cases, other valid reasons may justify a leave of absence, provided that these reasons objectively prevent the student from pursuing his/her studies and the student is able to provide appropriate proof of this fact.

As a rule, a request for a leave of absence should be submitted at the time the student re-enrols but no later than one month after commencement of the lecture period of the semester in question. If a student develops a medical condition in the middle of a semester, a leave of absence may be authorised, by way of exception, at a later date, provided that the following prerequisites are met: the illness occurs after the semester has started, the student submits documentation from a medical practitioner that confirms this fact without delay after the illness has occurred, and the illness renders the student unable to successfully complete the semester. This also applies in cases where a pre-existing medical condition deteriorates during a semester to the point that the student is no longer able to pursue his/her studies and the student is thus rendered unable to successfully complete the semester. Leaves of absence will not be granted retroactively even if a student provides proof of the existence of a medical condition.

Please note that you **MUST** submit appropriate proof together with this application form. The documents you present as proof (e. g. documentation from medical practitioners, certificates etc.) must show the reason why you would like to take a leave of absence and the (expected) duration of the placement, illness etc.! **If you fail to attach appropriate proof, we will not be able to process your application.**

### **Minimum length of programmes in human medicine, dentistry and pharmacy:**

In contrast to many other degree programmes that only have a standard length for completion, programmes in medicine, dentistry and pharmacy also have a **minimum length**. This means that you must have studied a minimum number of semesters when you register for your exam.

In this context, please keep in mind that **semesters on leave of absence will not be included in the relevant semester count!!!**

Please contact the competent Examination Office for any questions regarding the minimum length of programmes.

### **Legal basis for data collection:**

The legal basis for the collection of personal data is Section 42 Subsection 4 *Bayerisches Hochschulgesetz* (Bavarian Higher Education Act, BayHSchG) as amended from time to time. According to the aforementioned Act, every student is obliged to provide all personal data requested in this application for a leave of absence in those fields that are not marked 'optional'. These data will be used by the University of Würzburg for administrative purposes in connection with enrolment and for generating university statistics. All data will be processed in accordance with the provisions laid down in the *Bayerisches Datenschutzgesetz* (Bavarian Data Protection Act, BayDSG) as amended from time to time. Failure to provide complete information may lead to a denial of a leave of absence. All data will be processed in accordance with the provisions laid down in the *Bayerisches Datenschutzgesetz* (Bavarian Data Protection Act, BayDSG) as amended from time to time.