

99061001116000, 99061001116000

# Apply for leave of absence from studies

Heruntergeladen am 30.06.2025

<https://fimportal.de/xzufi-services/217551705/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99061001116000, 99061001116000
Leistungsbezeichnung I	Apply for leave of absence from studies
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)
Verrichtungskennung	Beurlaubung (116)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Studium (1030300)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	24.08.2023
Fachlich freigegeben durch	Thuringian Ministry for Economy, Science and Digital Society
Handlungsgrundlage	Enrollment regulations of the respective university <a href="https://www.landesrecht.thueringen.de/bsth/document/jlr-HSchulGTH2018pP74">https://www.landesrecht.thueringen.de/bsth/document/jlr-HSchulGTH2018pP74</a> <a href="https://www.landesrecht.thueringen.de/bsth/document/jlr-HSchulGTH2018pP74">https://www.landesrecht.thueringen.de/bsth/document/jlr-HSchulGTH2018pP74</a>
Teaser	Do you want or need to interrupt your studies? Apply for a leave of absence at your university.
Volltext	<p>There are life situations and reasons where you temporarily cannot or do not want to study. In this case, a leave of absence from studies can be useful. You must apply for this.</p> <p>During the leave of absence you retain your student status, remain registered in the study program and the semesters are not counted. At the end of the leave of absence, you will continue your studies at the point where you interrupted them due to the leave of absence.</p>
Erforderliche Unterlagen	<p>Application for a leave of absence from the respective university with proof to one of the following reasons:</p> <ul style="list-style-type: none"> <li>• Illness that precludes proper study. You must provide evidence of the expected duration and extent of the time impairment by means of a current medical certificate or a medical certificate</li> <li>• Maternity protection period or parental leave, evidenced by a current medical certificate, maternity passport or birth certificate</li> <li>• Care of close relatives, evidenced by a medical certificate</li> <li>• Participation in an appointed or elected capacity in academic or student self-government, evidenced by a certificate of membership and time commitment</li> <li>• Proof of a study-related internship by means of an internship contract or agreement and the</li> </ul>

## Modul

## Sachverhalt

endorsement of the responsible academic advisor or examination office.

- Study-related stay abroad: exact details of the place and type as well as the start and end dates of the stay abroad, type of mobility program used as well as endorsement by the relevant study advisor / examination office or confirmation by the International Office.
- Preparation for examinations
- Completion of voluntary or military service
- Other important reasons, which you must present and, if possible, prove

## Voraussetzungen

- You must be enrolled at the university.
- For a leave of absence you must give and prove an important reason.

## Kosten

There is no fee for applying for a leave of absence. You may have already paid the semester fee for the semester in question at the time of application.

During the leave of absence, you have the option of having the semester fee reimbursed if the leave of absence is for a complete semester. You can obtain information on this from the respective university. Please note that in this case, insurance coverage and all other benefits of the Studierendenwerk, as well as local transport and train tickets, will no longer apply.

If the leave of absence exceptionally occurs during the semester, a refund of the semester fee for this semester is excluded.

## Verfahrensablauf

Usually, the university provides a leave of absence application on its website/student portal. Some universities allow an informal application. You must submit the application together with the evidence for the reason for leave of absence to the respective university by the deadline.

After the application has been received, it will be reviewed and a decision will be made as to whether a leave of absence can be granted.

Students of the Gera-Eisenach Cooperative State

Modul	Sachverhalt
	University must inform their practice partner about the granted leave of absence.
Bearbeitungsdauer	The application for leave of absence will be processed as soon as it has been received by the responsible office of the university.
Frist	You must apply for a leave of absence before the start of the semester in question. It is advisable to apply within the re-registration period of the respective university. In justified exceptional cases, a leave of absence is also possible during the current semester. A retroactive leave of absence for a completed semester is generally excluded.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	<p>You can appeal against a refusal of leave of absence.</p> <p>If the decision of the university is not changed in your favor, you can file a lawsuit before the competent administrative court.</p>
Kurztext	<ul style="list-style-type: none"> <li>• Interruption of studies Leave of absence</li> <li>• Prerequisite: timely application and existence of an important reason</li> <li>• Only enrolled students can apply for a leave of absence.</li> <li>• One of the following reasons must exist and be proven: Illness that precludes proper study, Maternity leave or parental leave, Care of close relatives, participation in academic or student self-administration Completion of a study-related internship (does not apply to the Duale Hochschule Gera-Eisenach), Study-related stay abroad, Completion of a military or voluntary service, Other reasons with corresponding justification</li> <li>• The application is free of charge.</li> <li>• The application for leave of absence will be processed as soon as it has been received by the responsible office of the university..</li> <li>• responsible: respective university</li> </ul>

Modul	Sachverhalt
Ansprechpunkt	Please contact the respective university.
Zuständige Stelle	
Formulare	
Ursprungsportal	Beurlaubung vom Studium beantragen, Apply for leave of absence from studies